

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD APRIL 29, 2020

This meeting was held remotely via Zoom as authorized by Illinois Executive Order 2020-07,
Section 6 suspending the requirement for in-person attendance.

I. CALL TO ORDER/ROLL CALL

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:07 P.M.

Roll Call: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Lahey (7:14 P.M.), Milashus, Moser and Peterson.

Absent: None.

Physically present: None

Also present, via video conference: Executive Director, Alex Todd; Alex Krug, Dan Pohrte and Tiffany Nash of “product architecture & design”; John Shales and Chris Damsch of Shales McNutt Construction; and 15 members of the public.

Also present, via audio-conference: Recording Secretary, Claudine Kastner, and 3 members of the public.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from March 25, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of March 31, 2020
- C. Ratify paid disbursements since March 25, 2020
- D. Approve Bills for Payment for April, 2020
- E. Approve Transfer of Amount from Midwest savings to checking

Trustee Moser moved, seconded by Trustee Milashus, to approve the consent agenda items, as presented

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Milashus, Moser and Peterson.

Nays: None.

Absent: Trustee Lahey.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd reported on a letter of appreciation received from the Prospect Heights Fire Chief in recognition of the Library's donation of rubber gloves to the Fire Department; a memorial donation having been made by the family of deceased patron, Dolores Caruso; and positive feedback from those patrons utilizing the Library's virtual services online, including a note of recognition directed to employee Julie Rodrian, who conducted children's storytime from her home, accompanied by her musician husband.

VI. PRESIDENT'S REPORT

Trustee Moser and Director Todd reported on their discussion regarding the furloughing of employees at various local libraries. The Prospect Heights Public Library Board has no intentions to furlough any staff.

VII. TREASURER'S REPORT

No report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including ongoing communications with staff and Library colleagues via Zoom, Vemeo and other virtual platforms; online services being offered to patrons including timely COVID-19 information, accessing the CARES Act benefits and expanded online offerings such as Ancestry.com and Flipster magazine; adjustments to the Library's calendar of programs to promote its virtual programs and other online services; the conducting of virtual online storytime sessions and over 45 Youth Services virtual programs; ongoing outreach to local schools including coordination of craft kits for use by parents home with their young children; an online forum enabling patrons to ask questions of Library personnel; promotion of the upcoming census; community outreach to senior living facility, with the delivery of large print books withdrawn from circulation; and ongoing continuing education and professional development for Library staff members.

IX. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

The Building and Grounds Committee scheduled a meeting for May 13, 2020.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

X. OLD BUSINESS

A. Renovation – Update from Product Architecture & Design

Dan Pohrte and Tiffany Nash presented the in-progress/phase-in diagrams and updated renderings of the Library renovation project. At this point, the only foreseen delay in the project related to the COVID-19 pandemic may be procuring furniture from the Merchandise Mart, which is currently in lock-down. Mr. Pohrte, Ms. Nash, Mr. Krug, Mr. Shales and Mr. Damsch left the meeting at 7:34 P.M.

B. COVID-19 Update

Director Todd presented the proposed four-phase plan to gradually bring the Library up to full-speed after the Governor's stay-at-home order is lifted.

XI. NEW BUSINESS

A. Review Contract for Claudine Kastner (ACTION)

Trustee Kerr moved, seconded by Trustee Lahey, to approve the Contract dated April 1, 2020 for services as recording secretary by Claudine Kastner for fiscal year 2020 through 2021, under the same terms as last year, as presented.

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey, Milashus, Moser and Peterson.

Nays: None.

Absent: None.

Abstain: None.

B. Fines Free Policy (ACTION)

Trustee Moser moved, seconded by Trustee Bochula to amend the Patron Services policy to go fines free.

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey, Milashus, Moser and Peterson.

Nays: None.

Absent: None.

Abstain: None.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:34 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President