

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MAY 27, 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 7:05 P.M.

Roll Call: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Lahey, Milashus, Moser and Peterson.

Absent: None.

Physically present: None

Also present, via video conference: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; and 13 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 April 29, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of April 30, 2020
- C. Ratify paid disbursements since April 29, 2020
- D. Approve Bills for Payment for May, 2020
- E. Approve Transfer Amount from Midwest savings to checking

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

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

Nays: None.

Absent: None.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd has been in communication with Attorney Bob Smith regarding several Library issues.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Moser shared his thoughts on the recent RAILS teleconference on COVID-19 for Trustees. Trustees Bochula, Lahey and Peterson also attended and shared their thoughts.

Trustee Moser appointed Trustee Jordan to the Building & Grounds Committee and Trustee Peterson to the Personnel & Policy Committee.

VII. TREASURER'S REPORT

No report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including ongoing virtual communications with staff other virtual platforms; online services being offered to patrons including timely COVID-19 information, replacement of the faulty section of the ice melt system along the front walk; scheduled parking lot re-sealing and re-striping; Pat Rustemeyer's impending retirement; and the Library's monthly Elm Leaf publication.

IX. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

The Building and Grounds Committee met virtually on May 13, 2020 and discussed various issues including server site and miscellaneous water issues.

C. Personnel – Marianne Kerr

The Personnel Committee met virtually on May 27, 2020 and discussed various issues including budget and salary evaluations.

D. RAILS – Alex Todd

No report.

X. **OLD BUSINESS**

A. Renovation

Director Todd reported on the status of the renovation, including timeline issues and cost saving strategies relating to the project management oversight, etc.

B. COVID-19 Update

Director Todd reported on the phased-in Library opening, including the staggered return and staging of approximately 10,000 items currently in circulation, upcoming curbside pick-up of library materials, health-related staff concerns, etc.

XI. **NEW BUSINESS**

A. Resolution 20-05-A Resolution Recognizing and Honoring the Service of Head of Community Services, Patricia Rustemeyer (ACTION)

Trustee Moser moved, seconded by Trustee Kerr, to adopt Resolution 20-05-A, Resolution Recognizing and Honoring the Service of Head of Community Services, Patricia Rustemeyer on her retirement.

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

Nays: None.

Absent: None.

Abstain: None.

B. Review Contract for Accounting Services from Lauterbach & Amen, LLP (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve the Contract for Accounting Services from Lauterbach & Amen, LLP.

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

Nays: None.

Absent: None.

Abstain: None.

XII. EXECUTIVE SESSION - 5 ILCS 12/2(c)(1)

The Board recessed the regular Board meeting at 8:10 P.M.

Trustee Moser moved, seconded by Trustee Bochula, to go into Executive Session at 8:11 P.M.

Roll Call: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Lahey, Milashus, Moser and Peterson.

Absent: None.

Physically present: None

The regular Board meeting resumed at 8:58 P.M. with a roll call.

Roll Call: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Lahey, Milashus, Moser and Peterson.

Absent: None.

Physically present: None

Also present via video conference, Executive Director, Alex Todd; and 2 members of the public.

A. **Annual Review of the Executive Director/Setting the annual salary of the Executive Direction (ACTION)**

Trustee Moser moved, seconded by Trustee Bochula that the compensation for Director Todd for fiscal year 2020/2021 shall be \$118,000.

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

Nays: None.

Absent: None.

Abstain: None.

XIII. OTHER

None.

XIV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:06 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President