

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD OCTOBER 28, 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 7:02 P.M.

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

Absent: Trustee Peterson.

Trustee Peterson joined the meeting at 7:28 P.M.

Physically present: None.

Also present, via video conference: Executive Director, Alex Todd; Dan Berg of Sikich, LLP; Head of Communications, Freedom Nguyen; Chris Damsch of Shales McNutt Construction; and 5 members of the public.

Also present, via audio-conference: Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from September 30, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of September 30, 2020
- C. Ratify Paid Disbursements since September 30, 2020
- D. Approve Bills for Payment for October, 2020
- E. Approve Transfer from Savings to Checking.

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

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

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Library Attorney Bob Smith is working with the architect and construction manager regarding the bid requirements and proposed property annexation.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Moser commented on the petition and election requirements related to the upcoming election of Library board trustees.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including miscellaneous issues encountered in the demolition process; personnel changes; the temporary transition to curbside pick-up service only; and the annual Illinois Library Association (ILA) annual conference, held virtually on October 20 – 22; and Library staff issuing passports at Prospect Heights City Hall and the River Trails Park District.

Freedom Nguyen introduced himself to the Board and referenced upcoming Library communication initiatives.

VII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee met to discuss the levy and budget issues.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

The Committee met and discussed amending the family health insurance offerings for employees.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Renovation

a. Courtyard Fountain

Chris Damsch updated the trustees on the status of the Request for Proposal (RFP). Mr. Damsch left the meeting at 7:43 P.M.

B. COVID-19 Update

Director Todd reported that the Library is following RAILS' recommendation to quarantine circulated items for 3 days. He was pleased to confirm that there are still no reported cases of the virus among the staff.

C. Annexation of unserved properties (ACTION)

Trustee Moser moved, seconded by Trustee Bochula to authorize the Secretary to send notice of the intention of the Prospect Heights Public Library District to annex the territory identified on the October 1, 2020 survey prepared by Vanderstappen Land Surveying to the President of the Board of Trustees of each public library located within one mile of the territory to be annexed.

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

Nays: None.

Absent: None.

Abstain: None.

X. NEW BUSINESS

A. 2020 Audit (ACTION)

Accountant Dan Berg presented the annual independent audit report and described the successful audit, most of which was conducted virtually. Mr. Berg left the meeting at 7:28 P.M.

Trustee Moser moved, seconded by Trustee Kerr to approve the Annual Financial Report for the Fiscal Year ending June 30, 2020, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Resolution No. 20-10-A Resolution Determining Amount of Money Estimated to be Necessary to Be Raised by Taxation for 2020/2021 Fiscal Year (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, to adopt Resolution No. 20-10-A Resolution Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for 2020/2021 Fiscal Year.

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

Nays: None.

Absent: None.

Abstain: None.

C. Staff Health Insurance Cost (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the staff health insurance cost proposal as recommended by the Personnel and Policy Committee.

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

Nays: None.

Absent: None.

Abstain: None.

D. 2021 Per Capita Grant

Director Todd informed the board on some of the 2021 per capita grant requirements.

E. 2021 Board Meeting Dates

Director Todd presented the proposed 2021 Board meeting dates.

XI. Other

Nothing.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:31 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President