

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD APRIL 28, 2021

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 7:06 P.M.

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

Absent: None.

Physically present: None.

Also present, via video conference: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; Head of Technical Services, Kim Last; Recording Secretary, Claudine Kastner; and 1 member of the public.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from March 31, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of March 31, 2021
- C. Ratify Paid Disbursements since March 31, 2021
- D. Approve Bills for Payment for April, 2021

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

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

Nays: None.

Absent: None.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd reported on discussions with Attorney Bob Smith regarding the passage of the annexation referendum in the April 6, 2021 election, and the requisite associated Ordinance to be voted on later in the board meeting.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Moser confirmed the following committee assignments:

Budget and Finance – Trustees Lahey and Patel; Building and Grounds - Trustees Bochula and Jordan; and Personnel – Trustees Kerr and Peterson. Board members also discussed issues relating to livestreaming regular board meetings going forward in a post-Covid environment.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including issues and procedures relating to a stolen check; updated Library website which went live as of April 27, 2021; the discontinuing of passport application processing at remote locations at the Prospect Heights Village Hall and River Trails Park District offices as of April 24 and April 28, respectively, and the resuming of passport application processing onsite concurrently with the Library's "soft" re-opening anticipated for May, 2021; and the anticipated outdoor plantings beginning in May, 2021.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula and Director Todd reported on walk-thrus conducted in the renovated Library.

C. Personnel – Marianne Kerr

Trustee Kerr reported that the Committee met directly prior to today's board meeting and will be reviewing one additional personnel policy in the upcoming weeks, and the social media policy in the fall of 2021.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Renovation

Director Todd reported on the progress of the renovation project including anticipated timelines for the “soft” and “hard” Library re-opening.

B. Covid-19 Update

Nothing to report.

X. NEW BUSINESS

A. Review Contract for Claudine Kastner (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to renew the Contract for services performed by Claudine Kastner as Recording Secretary, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Ordinance 20-04-01 – Ordinance Concluding the Annexation (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve Ordinance 20-04-01 Ordinance Concluding the Annexation, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Technical Services Department Update

Ms. Last reported on the department’s “behind the scenes” progress on miscellaneous projects amid the challenges of working remotely during the coronavirus pandemic and building remodeling. She stressed the necessity of moving toward more digital activity in connection with materials ordering, catalog and database maintenance, newsletter production and technical webinar production. Director Todd noted that Ms. Last was instrumental in finding homes for the Library’s old chairs, tables, metal shelving and other items being replaced as part of the Library renovation project.

XI. Other

Nothing.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:04 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President