

MINUTES FOR AN EXECUTIVE MEETING OF THE BOARD OF TRUSTEES OF THE PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT

Date of executive meeting: _____ Time meeting started: _____

Date Minutes approved: _____ Time meeting adjourned: _____

Date Minutes made public: _____ Tape Destroyed by: _____

Meeting Location (check one) _____ Prospect Heights Public Library
District Large Meeting Room
12 N. Elm Street
Prospect Heights, IL 60070

Other location

I. Call to Order/Roll Call

In an open meeting, motion made by Trustee _____, seconded by Trustee _____ to go into executive session pursuant to 5 ILCS 120 the Open Meetings Act for the consideration of (choose all applicable)

_____ 5 ILCS 120/2(c)1	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity
_____ 5 ILCS 120/2(c)3	The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance
_____ 5 ILCS 120/2(c)5	The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
_____ OTHER	

Roll Call Attendance:

Trustees Physically Present:

Trustees Absent:

Present via audio or video conference:

Also Physically Present:

II. Summary of the nature of the matter considered. Matters proposed, deliberated or decided. Use an additional sheet if necessary.

Trustee _____ moved, seconded by Trustee _____ to recommend the Board

Roll Call Vote:

Aye:

Nay:

Abstain

Absent:

III. Adjournment

Trustee _____ moved, seconded by Trustee _____ to adjourn the executive session and return to open session.

Roll Call Vote:

Aye:

Nay:

Abstain:

Absent:

Time the executive session adjourned: _____

Respectfully Submitted,

>Original signed by Marianne Kerr<

Board Secretary