

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD AUGUST 25, 2021  
IN MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,  
12 N. ELM STREET, PROSPECT HEIGHTS, ILLINOIS

AND

held remotely via Zoom, as authorized by Illinois Executive Order 2020-07, Section 6

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The public hearing on the proposed 2021-22 Budget and Appropriation Ordinance was opened at 7:01 P.M.

Roll Call: Physically Present: Trustees Jordan, Kerr, Lahey, Moser and Patel.

Absent: None.

Trustees present via video conference: Trustees Bochula and Peterson.

Also physically present: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; Head of Adult Services, Kim Murphy; and Recording Secretary, Claudine Kastner.

Also present via video conference: Attorney Bob Smith; and two members of the public.

There being no public comments, the hearing was closed at 7:03 P.M.

**I. CALL TO ORDER/ROLL CALL**

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:03 P.M.

Roll Call: Physically Present: Trustees Jordan, Kerr, Lahey, Moser and Patel.

Absent: None.

Trustees present via video conference: Trustees Bochula and Peterson

Also physically present: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; Head of Adult Services, Kim Murphy; and Recording Secretary, Claudine Kastner.

Also present via video conference: Attorney Bob Smith; and two members of the public.

## **II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from July 28, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of July 31, 2021
- C. Ratify Paid Disbursements since July 28, 2021
- D. Approval of Bills for Payment for August, 2021
- E. Approval of 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, Moser, Patel and Peterson.

Nays: None.

Absent: None.

Abstain: None.

## **III. PUBLIC COMMENTS**

None.

## **IV. ATTORNEY'S REPORT**

Attorney Smith reported on the beginning procedural steps of the annual fiscal process relating to the Appropriation Ordinance. He also commented on the special revenue fund transfer and finalization of the referendum paperwork in connection with the voter-approved property annexation. Mr. Smith left the meeting at 7:20 P.M.

## **V. COMMUNICATIONS**

No report.

## **VI. PRESIDENT'S REPORT**

Trustees Moser and Kerr will conduct the requisite annual review of the written minutes and verbatim tape recordings of all closed session meetings.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library happenings, including plumbing issues; installation of an artwork display system, camera/ringer at the drive-up book drop and the Library's large-scale printer, capable of producing print signs and banners; visit to the library by Congressman Brad Schneider, who toured the renovated Library and grounds and

complimented the Library and its Board for its efficiency in completing the remodel eight weeks ahead of schedule and \$150,000 under budget; transition to new payroll processing company; upcoming annual Illinois Library Association (ILA) to be held virtually October 12 to 14, including workshops for library trustees; receipt of the 2021 per capita grant totaling approximately \$20,000; completion of a successful annual financial audit; and the inaugural edition of the new Elm Leaf Library newsletter, in a magazine-style format.

## **VIII. COMMITTEE REPORTS**

### **A. Budget & Finance – Peggy Lahey**

No report.

### **B. Building & Grounds – Tim Bochula**

Director Todd reported that the Building and Grounds Committee met to brainstorm issues relating to requisite building maintenance, plumbing, pipes, etc., including possible green/environmentally-friendly initiatives. Director Todd solicited input from all trustees relating to onsite issues they feel should be addressed by the Committee.

### **C. Personnel – Marianne Kerr**

No report.

### **D. RAILS – Alex Todd**

No report.

## **IX. OLD BUSINESS**

### **A. Renovation**

Director Todd reported that virtually all of the renovation work has now been completed and paid for, and all related manufacturer's and other warranty documents have been received in electronic format.

### **B. Covid-19 Update**

Director Todd discussed adjustments in the onsite masking procedures due to the recent uptick in coronavirus cases, and reported that some libraries are considering vaccine mandates for their staff.

**X. NEW BUSINESS**

A. Ordinance No. 21-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2021/2022 (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to approve Ordinance No. 21-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2021/2022, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Ordinance No. 21-8-2, Transfer of Funds to the Special Reserve Fund (ACTION)

Trustee Moser moved, seconded by Trustee Patel, to approve Ordinance No. 21-8-2, Transfer of Funds to the Special Reserve Fund, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Illinois Public Library Annual Report

Director Todd reported on completion of the audit of signatures on board meeting minutes, ordinances, etc. conducted by Trustees Lahey and Jordan. He also reported on other aspects of the requisite annual report.

D. 2022 Per Capita Grant

Director Todd gave an overview of some of the requirements of this coming year's annual Per Capita Grant filing and submission.

E. Private Events at the Library – Kim Murphy, Head of Adult Services

Kim Murphy presented a detailed report resulting from research she conducted with other Illinois libraries that engage in renting out library space – inside and/or outside - for private events. The presentation and ensuing discussion delved into some of the advantages and disadvantages of hosting these types of private events. The board will evaluate the information proffered and will discuss whether this is an avenue the Library may wish to pursue.

**XI. Other**

Nothing.

**XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:17 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President