

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD NOVEMBER 23, 2021
MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,
12 N. ELM STREET, PROSPECT HEIGHTS, ILLINOIS

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 Bochula, Jordan, Lahey, Moser, Patel and Peterson.

Absent: Trustee Kerr.

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

Also present via video conference: Attorney Bob Smith.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from October 27, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of October 31, 2021
- C. Ratify Paid Disbursements since October 27, 2021
- D. Approval of Bills for Payment for November, 2021
- E. Approval of Transfer from Savings to Checking
- F. Ordinance 21-11-3 – Setting the Schedule of Regular Meetings

Trustee Moser moved, seconded by Trustee Jordan to approve the consent agenda, as amended.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Attorney Smith reviewed the levy process, the two Ordinances to be voted on at this meeting and the subsequent requisite County filing procedure. He complimented the board and Library for remaining fiscally sound. Mr. Smith left the meeting at 7:20 P.M.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Moser thanked Trustee Kerr for chairing the October, 2021 board meeting in his absence.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including personnel issues; the winterizing of the new courtyard and its amenities; the scheduling of requisite annual sexual harassment training for the staff; rises in the Library's property insurance premiums, largely due to the increase in value of the property following the building renovation; and instances of staff providing assistance to patrons well beyond the Library's physical space, including, for example, while patrons are traveling internationally, and the virtual attendance at Library Zoom programs by individuals living abroad.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

The Committee is investigating possible geo-thermal energy options for those boilers which will need to be replaced in the future.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Covid-19 Update

No report.

B. 2022 Per Capita Grant

Director Todd reported on those chapters contained in the “Serving our Public” publication which currently need to be reviewed by the trustees. He also outlined Library initiatives in the arena of Diversity, Equity and Inclusion (DEI) as they relate to Library programs offered to patrons.

C. Loop Pump Replacement (ACTION)

Trustee Moser moved, seconded by Trustee Bochula, to ratify the actions taken in connection with the Trane Proposal for installation of a new boiler pump and motor, as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

X. NEW BUSINESS

A. Ordinance No. 21-11-1 Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022 (2021 Levy) (ACTION)

Trustee Moser moved, seconded by Trustee Patel, to approve Ordinance No. 21-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022 (2021 Levy), as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

B. Ordinance No. 21-11-2, Ordinance Determining to Levy An Additional Tax of .02 Percent of the Value of all Taxable Property in the District for the Purchase of Sites and Buildings, the Construction and Equipment of Buildings, the Rental of Buildings Required for Library Purposes, and Maintenance, Repairs, and Alterations of Library Building and Equipment (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to approve Ordinance No. 21-11-2, Ordinance Determining to Levy an Additional Tax of .02 Percent of the Value of all Taxable Property in the District for the Purchase of Sites and Buildings, the Construction and Equipment of Buildings, the Rental of Buildings Required for Library Purposes, and Maintenance, Repairs, and Alterations of Library Building and Equipment, as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

C. Review Updated Social Media Policy (ACTION)

Trustee Moser moved, seconded by Trustee Patel to approve the Updated Library Social Media Policy, as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

D. Review Succession Plan (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, to approve the Library's Succession Plan, as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

E. Inflation and the Library

Director Todd outlined how the country's current inflationary trends affect the Library, including supply chain difficulties and inventory delivery delays. He also noted the potential effect the annual Cost of Living Adjustment (COLA) has on employee salaries, and that the country's year-to-year inflation rate also figures into the calculation of local real estate property taxes.

XI. Other

Trustee Moser raised the issue of a possible "Welcome back to the Library" event at such time in the future when Covid restrictions have been fully lifted by the applicable government agencies.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:52 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President