

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD OCTOBER 27, 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 7:00 P.M.

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

Absent: Trustee Moser.

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

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from September 29, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of September 30, 2021
- C. Ratify Paid Disbursements since September 30, 2021
- D. Approval of Bills for Payment for October, 2021
- E. Approval of Transfer from Savings to Checking

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

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd reported on his discussions with Attorney Bob Smith regarding the Resolution to be voted on at this meeting and an adjustment in the levy amount.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Kerr commented about positive feedback she received from a neighbor regarding the Library renovation.

Trustee Kerr also commented on the uptick in attendance of the Youth programs.

Trustee Peterson provided positive feedback on the Library's recent document shredding event which was a service available to Library patrons free of charge.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including staff retirements and other personnel issues; tree trimming on the Library property; parking lot sealing and striping; issues with the chiller; update on the two broken water pumps; transition to new payroll provider; Illinois Library Association (ILA) annual conference held virtually October 12 -14; updates on the Library's passport services statistics; restoration of certain in-person services and programs, e.g., the pumpkin decorating, study buddies and monthly book bags provided to over 55 teachers; and upcoming holiday hours for the Library.

Director Todd reported on several items discussed at the virtual ILA conference, including Diversity, Equity and Inclusion (DEI) initiatives.

Trustee Lahey commented on some recommendations for trustees raised during the recent virtual ILA conference.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee met on October 5, 2021 to review the annual levy, etc.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

The Committee met on October 26, 2021 to discuss social media policies and management succession plan document. All 2021 designated tasks have been completed by the Committee.

D. RAILS – Alex Todd

Director Todd reported on RAILS' prioritization of its strategic plan projects.

IX. OLD BUSINESS

A. Covid-19 Update

Director Todd reported on some breakthrough Covid cases, necessitating the quarantining of some staff members.

B. 2022 Per Capita Grant

Director Todd reported that the Library is meeting all requirements for the Grant and have reviewed them with the staff.

X. NEW BUSINESS

A. Resolution No. 21-10-A Resolution Determining Amount of Money Estimated to be Necessary to Be Raised by Taxation for 2021/2022 Fiscal Year (ACTION)

Trustee Kerr moved, seconded by Trustee Lahey, to adopt Resolution No. 21-10-A Resolution Determining Amount of Money Estimated to be Necessary to Be Raised by Taxation for 2021/2022 Fiscal Year, as presented.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

B. 2022 Board Meeting Dates

Director Todd presented the prospective dates for 2022 Board meetings.

XI. Other

No report.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:40 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President