

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD SEPTEMBER 28, 2022
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, Kerr, Lahey, Moser, Patel and Peterson.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; and Recording Secretary, Claudine Kastner.

Absent: None.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from August 31, 2022 regular Board meeting.
- B. Approval of the Combined Statement of Assets as of August 31, 2022 in the amount of \$3,561,937.45.
- C. Approval of the List of Disbursements since August 31, 2022 in the amount of \$263,948.38.
- D. Approval of Bills for Payment for September, 2022 in the amount of \$109,124.32.
- E. Approval of Transfer from Savings to Checking in the amount of \$220,000.00.

Trustee Moser moved, seconded by Trustee Bochula 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

No report.

V. COMMUNICATIONS

None.

VI. PRESIDENT'S REPORT

Trustee Moser commented on the Library trustee election petition process.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various buildings and ground issues including review of the draft copy of the Shales McNutt Construction Services Capital Study; personnel changes; receipt of draft of the annual financial audit report; updates on the Library's Diversity Equity Inclusion (DEI) initiatives; Library card sign-up month; upcoming in-service staff training the morning of October 7; the upcoming Illinois Library Association (ILA) annual conference to be held October 18 - 20, 2022 in Rosemont, Illinois.

Director Todd reported on a recent Daily Herald newspaper article highlighting the Library's Homebound Delivery Program for Library patrons, and also shared an article published in a recent ILA publication entitled "Native Language Programs Transcend Boundaries" written by PHPL Head of Communications, Freedom Nguyen.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee is scheduled to meet on October 11.

B. Building & Grounds – Tim Bochula

The Committee is scheduled to meet on October 17.

C. Personnel – Marianne Kerr

The Committee is scheduled to meet on October 25.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06 (ACTION).

Trustees Moser and Kerr reviewed the written minutes and verbatim tape recordings of all closed session meetings. They also reviewed the verbatim recordings created when regular board meetings were held remotely in 2020 and 2021.

Trustee Moser moved, seconded by Trustee Kerr, to approve the written minutes of the closed meeting held on May 25, 2022 (5 ILCS 120/1(c)(1)) and that, in compliance with 5 ILCS 120/2.06, that the minutes remain closed and that the need for confidentiality still exists as to these minutes.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser moved, seconded by Trustee Kerr, that, in compliance with 5 ILCS 120/2.06(d), a determination has been made that the need for confidentiality still exists as to all of the minutes of all of the closed meetings.

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

Nays: None.

Absent: None.

Abstain: None.

There are no verbatim recordings of closed meetings that meet the requirements for destruction.

Trustee Moser moved, seconded by Trustee Peterson, that, in compliance with Illinois Executive Order 2020-07 and 5 ILCS 120/2.06(a)(c), the board approve the destruction of the verbatim recordings of regular board meetings held on December 16, 2020; January 25, 2021; January 27, 2021; and February 24, 2021.

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

Nays: None.

Absent: None.

Abstain: None.

B. DEI Focus Group – The Blackberry Collective

Director Todd briefly reported on the Library's progress to-date in working with private consultants, The Blackberry Collective on DEI initiatives. Principals from the company conducted a private question and answer, and discussion session with the Board trustees via Zoom.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, I declare the meeting adjourned at 8:21 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President