

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD APRIL 24, 2019 AT
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 7:09 P.M.

Roll Call: Physically Present: Trustees Bochula, Kerr, Lahey, Moser, Penick and Peterson.

Absent: None.

No trustees were present via audio or video conference.

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

II. SWEARING IN OF TRUSTEE

Kris Milashus was sworn in as a Trustee of the Prospect Heights Public Library District Board to fill the vacancy created by the resignation of David Yager. Trustee Milashus' term runs through the April, 2021 election. Interim President Lahey welcomed Trustee Milashus to the Board.

III. APPROVAL OF MINUTES

The minutes of the March 27, 2019 regular Board meeting were presented and there being no changes, the minutes, as presented, were approved by unanimous consent.

IV. PUBLIC COMMENTS

None.

V. ATTORNEY'S REPORT

No report.

VI. COMMUNICATIONS

Director Todd reported on a thank you note received by Erica Thompson, High School liaison, from the Hospitalized Kids not-for-profit organization in Chicago. Erica and her teen advisory group sent Get Well cards to hospitalized children.

The Prospect Heights Park District sent congratulatory notes to Trustees Penick, Kerr and Bochula on their recent election to the board.

VII. PRESIDENT’S REPORT

Trustee Lahey reminded the board that at the May board meeting, officers will be elected. Trustees Moser and Kerr expressed a willingness to serve as President and Vice President, respectively.

Trustee Lahey also circulated evaluation sheets related to Director Todd’s annual performance review.

VIII. TREASURER’S REPORT

Trustee Penick presented the following information:

As of March 31, 2019:

| | | |
|--------------------------------|----|---------------------|
| Cash on Hand | \$ | 150.00 |
| Library Petty Cash | | 811.11 |
| First Midwest Checking Account | | 232,549.63 |
| First Midwest Savings Account | | 3,373,614.33 |
| Illinois Funds | | <u>3,700,336.67</u> |
| | | \$ 7,307,461.74 |

Trustee Penick moved, seconded by Trustee Moser, to approve the Combined Statement of Assets as of March 31, 2019 in the amount of \$7,307,461.74.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser, Penick and Peterson.

Nays: None.

Absent: None.

Abstain: None.

Trustee Penick moved, seconded by Trustee Moser to approve the list of disbursements for March and April, 2019 in the amount of \$230,888.21.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser, Penick and Peterson.

Nays: None.

Absent: None.

Abstain: None.

Trustee Penick moved, seconded by Trustee Moser to approve the transfer of \$210,000 from the First Midwest Bank savings account to the First Midwest Bank checking account.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser, Penick and Peterson.

Nays: None.

Absent: None.

Abstain: None.

IX. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including the installation of canned LED lighting; status of the parking lot pole replacement; electrical issues; results of the April 1, 2019 election; conversion to the PAYCOR payroll system; migration to the Lauterbach & Amen accounting firm and related training; the newly-initiated "Donuts with the Director" program; his hosting of two library budget workshops for new district library directors as far as the Quad Cities in southeast Iowa and northwest Illinois; the Volunteer and Staff Appreciation luncheon on April 11; the Prospect Heights Mayor's breakfast on April 13; Trustee Statements of Economic Interest due on May 1; Trustee Kendall's retirement dinner on May 3; the Library Administrator's Conference of Northern Illinois (LACONI) annual trustee banquet on May 10; the Prospect Heights annual Community Days on June 1; and the local Government Leadership Forum on June 18, including representatives from the Library, Park Districts, Police and Fire Departments.

X. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

No report.

B. Building & Grounds – Tim Bochula

Director Todd confirmed that the LED bulbs which the Library has installed are of a high quality.

C. Personnel – Marianne Kerr

No report.

D. RAILS - Peggy Lahey

No report.

E. WPH Chamber of Commerce – Bill Moser

Trustee Moser reported that he and Director Todd attended the State of the Village/City breakfast on March 28.

XI. OLD BUSINESS

A. Trustee Recognition

The trustees further discussed the issue of recognizing outgoing Library trustees. They confirmed that letters of appreciation will be sent to former Trustees Yager and Kendall.

XII. NEW BUSINESS

A. Review Contract for Claudine Kastner (ACTION)

Trustee Peterson moved, seconded by Trustee Penick to approve the Contract from Claudine Kastner to provide recording secretary services, as presented.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser, Penick and Peterson.

 Nays: None.

 Absent: None.

 Abstain: None.

B. New Minimum Wage Law

Director Todd presented preliminary figures relating to the impact the proposed increase in the minimum wage might have on the Library budget and indicated that a re-evaluation of the Library's salary scale would be forthcoming.

C. Building Renovation

Director Todd reported that he will be providing agenda updates relating to the proposed building renovation timeline. A special meeting is scheduled for May 16 at 7 P.M. for the Board to meet with the architects.

XIII. EXECUTIVE SESSION –5 ILCS 12/2(c)(1)

The Board recessed the regular Board meeting at 8:43 P.M.

Trustee Lahey moved, seconded by Trustee Moser, to go into Executive Session at 8:44 P.M.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser, Penick and Peterson.

 Nays: None.

 Absent: None.

Abstain: None.

The regular Board meeting resumed at 9:55 P.M. with a roll call.

Roll Call: Physically Present: Trustees Bochula, Kerr, Lahey, Milashus, Moser, Penick and Peterson.

Absent: None.

No trustees were present via audio or video conference.

A. Annual Review of the Executive Director

Trustee Moser moved, seconded by Trustee Bochula that the compensation for Director Todd for fiscal year 2019/2020 shall be \$114,500.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser, Penick and Peterson.

Nays: None.

Absent: None.

Abstain: None.

XIV. OTHER

None.

XV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:02 P.M.

Respectfully submitted,

ATTEST:

Pat Peterson, Secretary

Margaret Lahey, Interim President