

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MAY 29, 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 7:00 P.M.

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

Absent: Trustee Moser.

No trustees were present via audio or video conference.

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

II. SWEARING IN OF TRUSTEES

Trustee Peterson issued the oath of office to Trustees Bochula, Kerr and Penick as Trustees of the Prospect Heights Public Library District Board, having been elected in the April, 2019 election. Interim President Lahey congratulated the Trustees on their elections.

III. ELECTION OF OFFICERS

A. Please see the attached e-mail communications regarding Trustee Moser's willingness to be appointed as board president.

B. Trustee Penick nominated Trustee Moser to serve as President, seconded by Trustee Lahey. Motion carried. Trustee Peterson nominated Trustee Kerr to serve as Vice President, seconded by Trustee Milashus. Motion carried. Trustee Lahey nominated Trustee Penick to serve as Treasurer, seconded by Trustee Milashus. Motion carried. Trustee Lahey nominated Trustee Peterson to serve as Secretary, seconded by Trustee Kerr. Motion carried.

IV. APPROVAL OF MINUTES

The minutes of the April 24, 2019 regular Board meeting were presented and there being no changes, the minutes, as presented, were approved by unanimous consent.

The minutes of the May 16, 2019 special Board meeting were presented and there being no changes, the minutes, as presented, were approved by unanimous consent.

V. PUBLIC COMMENTS

None.

VI. ATTORNEY'S REPORT

No report.

VII. COMMUNICATIONS

Director Todd reported on thank you notes received by Erica Thompson, High School liaison, from the Girls Love Mail organization and Dollars for Scholars. Director Todd also circulated a thank you note from former Trustee Ralph Kendall, thanking the Board for his retirement dinner.

VIII. PRESIDENT'S REPORT

No report.

IX. TREASURER'S REPORT

Trustee Penick presented the following information:

As of April 30, 2019:

Cash on Hand	\$	150.00
Library Petty Cash		811.13
First Midwest Checking Account		233,786.84
First Midwest Savings Account		3,193,229.68
Illinois Funds		<u>3,711,920.64</u>
		\$ 7,139,898.29

Trustee Penick moved, seconded by Trustee Lahey, to approve the Combined Statement of Assets as of April 30, 2019 in the amount of \$7,139,898.29.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

Trustee Penick moved, seconded by Trustee Peterson to approve the list of disbursements for April and May, 2019 in the amount of \$224,927.41.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

Trustee Penick moved, seconded by Trustee Peterson 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, Penick and Peterson.

Nays: None.

Absent: Trustee Moser.

Abstain: None.

X. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including plumbing issues, repair of the ice-melt system; personnel accomplishments; new building maintenance contract starting July 1, 2019; receipt of a \$6,000 rebate from Cooperative Computer Services (CCS); hosting of the Illinois Municipal Retirement Fund (IMRF) representative; visits from local elementary schools' 2nd graders; staff in-service day on the morning of May 24; annual Prospect Heights Community Day on June 1; inter-agency trustee social to be held on June 18; and three staff members scheduled to attend the American Library Association (ALA) annual conference from June 20 to 24 in Washington, D.C.

XI. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

E. WPH Chamber of Commerce – Bill Moser

No report.

XII. OLD BUSINESS

A. Building Renovation

The Trustees reviewed three proposed layouts submitted by the architects, illustrating designs for the Library renovations, and discussed options relating thereto.

XIII. NEW BUSINESS

A. Board Education – Budgets & Appropriations and Levies & Extensions

Director Todd presented slides outlining the requisite procedures and timelines relating to the Library’s annual budget, appropriation, levy and extension process.

XIV. OTHER

None.

XV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:31 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President