

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD JULY 31, 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 7:02 P.M.

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

Absent: Trustee Milashus.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; and Claudine Kastner.

**II. APPROVAL OF MINUTES**

The minutes of the June 26, 2019 regular Board meeting were presented and there being no changes, the minutes, as presented, were approved by unanimous consent.

**III. PUBLIC COMMENTS**

None.

**IV. ATTORNEY'S REPORT**

Director Todd reviewed various issues discussed with Attorney Bob Smith, who is scheduled to attend the August board meeting.

**V. COMMUNICATIONS**

Director Todd reported on miscellaneous correspondence received by the Library.

**VI. PRESIDENT'S REPORT**

Trustee Moser enlisted Trustee Kerr to assist him with the requisite annual audit of the written minutes of the 2018/2019 board meetings.

**VII. TREASURER'S REPORT**

Trustee Penick presented the following information:

As of June 30, 2019:

Cash on Hand	\$	150.00
Library Petty Cash		811.17
First Midwest Checking Account		222,748.66
First Midwest Savings Account		2,747,825.29
Illinois Funds		<u>3,732,064.99</u>
		\$ 6,703,600.11

Trustee Penick moved, seconded by Trustee Lahey, to approve the Combined Statement of Assets as of June 30, 2019 in the amount of \$6,703,600.11.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

Trustee Penick moved, seconded by Trustee Peterson to approve the list of disbursements for June 30, 2019 in the amount of \$70,194.37 and disbursements for July, 2019 in the amount of \$200,154.43.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

Trustee Penick moved, seconded by Trustee Lahey to approve the transfer of \$130,000 from the First Midwest Bank savings account to the First Midwest Bank checking account.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

## **VIII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library happenings, including various plumbing issues; operational issues with the electric outdoor sign shared with the Park District; year-end statistics of library visits, circulation, programs run and program attendance; transition to the new accounting system; Freedom of Information Act request; Library participation in the July 4th parade; local funding issues relating to the 2020 federal census; upcoming audit

in mid-September by accountants from Knutte & Associates; his attendance at the Illinois Library Association's Committee Orientation in East Peoria on July 24; his completion of annual Open Meetings Act training on July 30; and the Library staff's in-service program the morning of August 9.

## **IX. COMMITTEE REPORTS**

### **A. Budget & Finance - Merete Penick**

The Committee met early in July to discuss budgetary issues.

### **B. Building & Grounds – Tim Bochula**

The Committee met to discuss the various plumbing issues.

### **C. Personnel – Marianne Kerr**

The Committee met to review the Personnel and Policy manual.

Trustee Kerr posed the issue of Paid Parental Leave Policy for discussion.

### **D. By-Laws Review – Marianne Kerr**

The Personnel Committee met to review the By-Laws. The trustees discussed the issue of imposing term limits for officers.

### **E. RAILS – Alex Todd**

No report.

### **F. WPH Chamber of Commerce – Bill Moser**

Trustee Moser and Director Todd informed the board of recent changes within the previous Wheeling/Prospect Heights Chamber of Commerce, now the Greater Wheeling Area Chamber of Commerce.

## **X. OLD BUSINESS**

### **A. Building Renovation**

Director Todd discussed the latest version of the architect's plans for the building renovation.

The Library will be applying for an Illinois State Library Live and Learn Construction Grant.

## **XI. NEW BUSINESS**

### A. Ordinance No. 19-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019/2020 (ACTION)

Trustee Moser moved, seconded by Trustee Bochula to introduce Ordinance No. 19-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019/2020.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

### B. Ordinance No. 19-7-1, Transfer of Funds to the Special Reserve Fund (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve Ordinance No. 19-7-1, Transfer of Funds to the Special Reserve Fund.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

### C. District Financial Update

Director Todd gave a PowerPoint presentation regarding long-range fiscal projections for the Library.

### D. Board Workshop

Director Todd will schedule a board workshop regarding board responsibilities and duties, for the September 25, 2019 board meeting.

## **XII. OTHER**

None.

**XIII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:21 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President