

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD AUGUST 28, 2019 AT  
12 N. ELM STREET, PROSPECT HEIGHTS, ILLINOIS

The public hearing on the proposed 2019-20 Budget and Appropriation Ordinance was opened at 7:00 P.M.

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

Absent: None.

No trustees were present via audio or video conference.

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

There being no public comment, the hearing was closed at 7:04 P.M.

**I. CALL TO ORDER/ROLL CALL**

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:05 P.M.

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

Absent: None.

No trustees were present via audio or video conference.

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

**II. APPROVAL OF MINUTES**

The minutes of the July 31, 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**

A. Ordinance No. 19-08-01, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-2020 (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, to approve Ordinance No. 19-08-01, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-2020

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

Nays: None.

Absent: None.

Abstain: None.

**B. District Annexation**

Attorney Smith posed issues relating to the possible Library annexation of several residential and commercial properties.

Bob Smith discussed issues relating to the upcoming launching of Director Todd's private consulting business. Attorney Smith left the meeting at 7:40 P.M.

**V. COMMUNICATIONS**

Director Todd shared a letter the Library will send to new residents, encouraging them to register for their library card.

**VI. PRESIDENT'S REPORT**

Trustee Moser enlisted Trustee Kerr to assist him with the requisite annual audit of the closed meeting written minutes.

Trustee Moser proffered his recommendations to facilitate more concise board meetings.

**VII. TREASURER'S REPORT**

Trustee Penick presented the following information:

As of July 31, 2019:

Cash on Hand	\$	150.00
Library Petty Cash		811.19
First Midwest Checking Account		42,165.08
First Midwest Savings Account		3,472,837.82
Illinois Funds		<u>3,742,636.73</u>
		\$ 7,258,600.82

Trustee Penick moved, seconded by Trustee Lahey, to approve the Combined Statement of Assets as of July 31, 2019 in the amount of \$7,258,600.82.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Penick moved, seconded by Trustee Lahey to approve the list of disbursements for August, 2019 in the amount of \$198,716.18

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Penick moved, seconded by Trustee Peterson to approve the transfer of \$215,000 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.

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

Director Todd reported on various Library happenings, including the new Statistical Dashboard, personnel issues; the Library's having been awarded \$19,454.50 in E-Rate funding; the awarding of a \$8,539.72 grant from The Rotary Club of River Cities to be used for the Story Walk; document shredding; and the Illinois Library Association's annual conference October 22 – 24, featuring Trustee's Day on October 24.

## **IX. COMMITTEE REPORTS**

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

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula discussed plumbing repair issues and the Library's possible utilization of solar panels.

C. Personnel – Marianne Kerr

No report.

D. By-Laws Review – Marianne Kerr

Trustee Kerr reported on the progress of the by-laws review.

E. RAILS – Alex Todd

No report.

**X. OLD BUSINESS**

A. Building Renovation

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

**XI. NEW BUSINESS**

A. Resolution 19-8-A, Resolution Adopting the Paid Parental Leave Policy (ACTION)

Trustee Kerr moved, seconded by Trustee Milashus to approve Resolution 19-8-A, Resolution Adopting the Paid Parental Leave Policy.

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

Nays: None.

Absent: None.

Abstain: None.

B. Illinois Public Library Annual Report

Director Todd described the submission timeline of the annual report.

C. 2020 Per Capita Grant

Director Todd reported on the 2020 per capita grant requirements and digitization issues.

**XII. OTHER**

None.

**XIII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:27 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President