

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD OCTOBER 30, 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 Kerr, Lahey, Moser, Penick and Peterson.

Absent: Trustees Bochula and Milashus.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Dan Berg of Sikich, LLP; and Claudine Kastner.

Trustee Milashus arrived at 7:04 P.M.

Dan Pohrte and Tiffany Nash of "product architecture & design" company arrived at 7:33 P.M.

II. APPROVAL OF MINUTES

The minutes of the September 25, 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 reported that he has communicated with Attorney Bob Smith on various issues and that Bob is scheduled to attend the November Board meeting.

V. COMMUNICATIONS

Director Todd circulated a Certificate of Appreciation awarded to the Library by the Harper College Learning and Career Center at a recent appreciation breakfast, recognizing the Library's assistance provided to the College.

VI. PRESIDENT'S REPORT

Trustee Moser put forth the idea of utilizing a consent agenda in an effort to streamline the monthly Board meetings.

Trustees Moser and Penick discussed various programs and ideas presented at the recent Illinois Library Association's Trustee Day.

VII. TREASURER'S REPORT

Trustee Penick presented the following information:

As of September 30, 2019:

Cash on Hand	\$	150.00
Library Petty Cash		811.23
First Midwest Checking Account		238,883.84
First Midwest Savings Account		3,737,932.17
Illinois Funds		<u>3,756,517.54</u>
		\$ 7,734,294.78

Trustee Penick moved, seconded by Trustee Kerr, to approve the Combined Statement of Assets as of September 30, 2019 in the amount of \$7,734,294.78.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

Trustee Penick moved, seconded by Trustee Peterson, to approve the list of disbursements for October, 2019 in the amount of \$244,749.18.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

Trustee Penick moved, seconded by Trustee Lahey, to approve the transfer of \$200,000 from the First Midwest Bank savings account to the First Midwest Bank checking account.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including personnel issues; the recent migration of Indian Trails Public Library District to the Cooperative Computer Services (CCS) system; the upcoming dedication of the Story Walk, in conjunction with the Prospect Heights Park District on November 9; various inter-governmental happenings, updates of the Library's Strategic Plan; and the Message of the Month, providing parents with various childrens' activities suitable for families on road trips.

IX. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

The Committee met to review the levy.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. By-Laws Review – Marianne Kerr

Trustee Kerr reported on the by-laws which are being submitted for approval by the Board.

E. RAILS – Alex Todd

No report.

X. OLD BUSINESS

A. Building Renovation

a. Renovation plan review – Product Architecture & Design **(ACTION)**

Dan Pohrte and Tiffany Nash presented architectural renderings, budget estimates and possible timelines for the building renovation project. Dan and Tiffany left the meeting at 8:35 P.M.

No action was taken by the Board.

b. Side drive landscaping **(ACTION)**

Trustee Moser moved, seconded by Trustee Milashus, to approve the side drive landscaping project by Jacobs-Ryan Associates in the amount of \$14,400, as presented.

Roll Call: Ayes: Trustees Kerr, Lahey, Milashus, Moser, Penick and Peterson.
Nays: None.
Absent: Trustee Bochula.
Abstain: None.

XI. NEW BUSINESS

A. Annual Financial Report for the Year Ended June 30, 2019 (ACTION)

Accountant Dan Berg presented the independent audit report. Although in the final draft stages, the report issued a clean opinion that the Library's financial statements present fairly in all material respects the financial positions and results of operations. Mr. Berg reported on several variations in their firm's method of reporting as compared to previous years' audits. Dan left the meeting at 7:32 P.M.

No action was taken by the Board.

B. Resolution No. 19-10-A Resolution Determining Amount of Money Estimated to be Necessary to Be Raised by Taxation for 2019/2020 Fiscal Year (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to adopt Resolution No. 19-10-A Resolution Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for 2019/2020 Fiscal Year.

Roll Call: Ayes: Trustees Kerr, Lahey, Milashus, Moser, Penick and Peterson.
Nays: None.
Absent: Trustee Bochula.
Abstain: None.

C. Review and Approve Updated Board By-Laws (ACTION)

No action was taken by the Board.

D. Staff Dental Insurance (ACTION)

Trustee Moser moved, seconded by Trustee Kerr, to allow staff working an average of 20 hours per week or more to participate in the Library's dental insurance plan.

Roll Call: Ayes: Trustees Kerr, Lahey, Milashus, Moser, Penick and Peterson.
Nays: None.
Absent: Trustee Bochula.

Abstain: None.

E. 2020 Per Capita Grant

Director Todd informed the board on some of the 2020 per capita grant requirements.

F. 2020 Board Meeting Dates

Director Todd presented the proposed 2020 Board meeting dates.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:48 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President