

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD DECEMBER 18, 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, Moser, Penick and Peterson.

Absent: None.

No trustees were present via audio or video conference.

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

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from November 26, 2019 Board meeting
- B. Approval of the Combined Statement of Assets as of November 30, 2019
- C. Ratify paid disbursements since November 26, 2019
- D. Approve Bills for Payment for December, 2019
- E. Approve Transfer of \$255,000 from Midwest savings to checking

Trustee Moser moved, seconded by Trustee Bochula, to approve the consent agenda items, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

#### **IV. ATTORNEY'S REPORT**

Director Todd reported that Attorney Bob Smith is in possession of all of the requisite paperwork to be submitted relating to the Ordinances, etc.

#### **V. COMMUNICATIONS**

Director Todd informed the Board that numerous holiday greeting cards have been received from patrons and other friends of the Library.

Director Todd encouraged the Board members to sign up for the Library's Winter Reading Program – "Fantastic Voyages."

#### **VI. PRESIDENT'S REPORT**

Trustee Moser commented on several items contained in the Trustee Facts File relating to Fundraising, Advocacy, Public Relations and Continuing Education.

In light of Trustee Penick's upcoming resignation from the Board, Trustee Moser solicited input from the Trustees regarding identifying prospective candidates, as well as the desired qualities to be sought.

#### **VII. TREASURER'S REPORT**

No report.

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

Director Todd reported on various Library happenings, including several building and grounds issues such as significant landscaping pruning and removal of unsightly brush, and patching of faulty ice-melt section; the Winter Reading program; visits to the Library by state and local politicians; the annual Food for Fines program; the Library hours of operations during the upcoming holiday season; and the annual Legislative Breakfast sponsored by the Illinois Library Association to be held February 17, 2020.

#### **IX. COMMITTEE REPORTS**

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

No report.

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

A committee meeting is scheduled for January 15, 2020 at 5:30 P.M.

##### **C. Personnel – Marianne Kerr**

A committee meeting is scheduled for January 16, 2020 at 4:30 P.M.

D. RAILS – Alex Todd

No report.

**X. OLD BUSINESS**

A. Renovation

Director Todd reported that information about the Library building renovation has been published in the local Prospect Heights Journal newspaper. He met with the architects to discuss the next stage of the process.

Director Todd will develop renovation “talking points” for use by the Trustees in fielding general questions regarding the renovation.

**XI. NEW BUSINESS**

A. 2020 Per Capita Grant Application

i. Chapters 11 – Appendices Trustee Facts File

The Trustees commented on items contained in the noted chapters.

ii. Digital Public Library of America

Director Todd reported on decades-old items in the Library archives which will be digitized, i.e., retained in digital format for posterity.

Director Todd reported on the imminent submission of the 2020 Per Capita Grant Application, the Library and Board having met all submission requirements.

**XII. OTHER**

None.

**XIII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:42 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President