

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JULY 29, 2020

This meeting was held remotely via Zoom as authorized by Illinois Executive Order 2020-07,
Section 6 suspending the requirement for in-person attendance.

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: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Milashus, Moser and Peterson.

Absent: Trustee Lahey

Physically present: None

Also present, via video conference: Executive Director, Alex Todd; Dan Pohrte and Tiffany Nash of “product architecture & design”; Chris Damsch of Shales McNutt Construction; and 8 members of the public.

Also present, via audio-conference: Recording Secretary, Claudine Kastner; and 2 members of the public.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from June 24, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of June 30, 2020
- C. Approval of the list of disbursements for June 30, 2020
- D. Approve of the list of disbursements for July 29, 2020
- E. Approve Bills for Payment for July, 2020
- F. Approve Transfer from Savings to Checking

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

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

Nays: None.

Absent: Trustee Lahey.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd reported on discussions with Attorney Bob Smith regarding the Library's requisite annual Budget and Appropriation Ordinance.

V. COMMUNICATIONS

Director Todd reported on two e-mails from patrons in appreciation of the Library's virtual Story Time for children, and virtual book club meetings.

VI. PRESIDENT'S REPORT

Trustee Moser expressed appreciation for patrons' ongoing patience with the Library's shift to remote and virtual services during the COVID-19 pandemic, and in connection with the upcoming building renovation.

VII. TREASURER'S REPORT

No report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including the Library's phased re-opening and patron and staff compliance therewith; inter-CCS (Cooperative Computer Services) lending procedural changes necessitated by the pandemic; online registration for the summer reading programs; and the upcoming November general election day.

IX. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula commented on the upcoming computer upgrades to be implemented by Computer View, Inc. (CVI).

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

Director Todd reported on a RAILS member update meeting and the latest results on national studies conducted to determine how long the COVID virus can survive on various library materials.

X. OLD BUSINESS

A. Building Renovation – Review renovation bid documents (ACTION)

Dan Pohrte and Tiffany Nash reported on updates to the building renovation plans, including Americans with Disabilities Act (ADA) requirements, issues relating to furniture selection and placement, and landscape plans. Chris Damsch presented the proposed timetable relating to the requisite bid documents.

Messrs. Pohrte and Damsch, and Ms. Nash left the meeting at 7:37 P.M.

No action was taken by the Board.

B. COVID-19 Update

Director Todd reported that the latest results from national studies on COVID and library materials have caused the Library to increase the material quarantine period from 3 days to 4 days, as well as other precautions being taken during the phased-in Library opening.

XI. NEW BUSINESS

A. Ordinance No. 20-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020/2021

Director Todd presented Ordinance No. 20-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020/2021, which has been reviewed by the Budget and Finance Committee. The Board is scheduled to vote on the Ordinance at the September 9, 2020 special meeting.

B. Ordinance No. 20-7-1, Transfer of Funds to the Special Reserve Fund (ACTION)

Trustee Moser moved, seconded by Trustee Bochula, to approve the transfer of \$900,000 to the Special Reserve Fund, as presented.

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

Nays: None.

Absent: Trustee Lahey.

Abstain: None.

C. Quote from Computer View, Inc. (CVI) for network upgrades (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, to approve the quote from CVI, as presented.

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

Nays: None.

Absent: Trustee Lahey.

Abstain: None.

D. Library and Park District joint purchase and use agreement (ACTION)

Trustee Moser moved, seconded by Trustee Milashus, to approve the Library and Park District joint purchase and use agreement, as corrected.

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

Nays: None.

Absent: Trustee Lahey.

Abstain: None.

XII. Other

Nothing to report.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President