

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD SEPTEMBER 30, 2020
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 Jordan, Kerr, Lahey and Moser.

Absent: Trustees Milashus and Peterson.

Trustee Bochula was present via video conference on Zoom.

Also physically present: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; Tiffany Nash of “product architecture & design;” Chris Damsch of Shales McNutt Construction; and Recording Secretary, Claudine Kastner.

Attorney Bob Smith and two members of the public were present via video conference on Zoom.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from August 26, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of August 31, 2020
- C. Ratify Paid Disbursements since August 26, 2020
- D. Approve Bills for Payment for September, 2020
- E. Approve Transfer from Savings to Checking.

The consent agenda was modified to add Approval of the September 9, 2020 Special Meeting Minutes.

Trustee Moser moved, seconded by Trustee Lahey to approve the consent agenda, as amended.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Moser reminded the trustees to be prepared to answer potential questions regarding the building renovation, including periodic Library closing dates, with the resulting cost and time savings.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including personnel changes, staff efforts to prepare the building for the upcoming renovation; status of the curbside pick-up service; the requisite petition process for the 2021 election of Library Trustees; expansion of the Cooperative Computer Services (CCS) membership; and available Library patron services during the Library's renovation.

VII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

The Committee met, reviewed and submitted the Library Policies to be voted on in Section X (B), (C) and (D), below.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Renovation

a. Bid Package 02C – Fountain

Chris Damsch and Tiffany Nash reported on the status of the bid process with sub-contractors relating to the proposed fountain in the courtyard as part of the Library renovation project.

Trustee Moser moved, seconded by Trustee Bochula to reject the bid for the Contract relating to the fountain, as presented.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

Ms. Nash and Mr. Damsch left the meeting at 7:09 P.M.

B. COVID-19 Update

Director Todd reported that, to-date, no staff members have tested positive for COVID-19.

X. NEW BUSINESS

A. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06 **(ACTION)**

Trustees Moser and Kerr reviewed all of the written minutes and verbatim tape recordings of all closed session meetings.

Trustee Moser moved, seconded by Trustee Lahey, to approve the written minutes of the closed meetings held on February 26, 2020 (5 ILCS 120/1(c)(1)) and May 27, 2020 (5 ILCS 120/2(c)(3)); and that, in compliance with 5 ILCS 120/2.06, that the minutes remain closed and that the need for confidentiality still exists as to these minutes.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

Trustee Moser moved, seconded by Trustee Lahey, that in compliance with 5 ILCS 120/2.06(d)(f), the following sets of approved closed session minutes no longer contain any portions therein that require confidential treatment and shall be made available for public inspection: July 25, 2018, August 29, 2018, October 30, 2018, November 28, 2018 and December 19, 2018.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

Trustee Moser moved, seconded by Trustee Lahey, that in compliance with 5 ILCS 120/2.06(d), a determination has been made that the need for confidentiality still exists as to all remaining closed meeting minutes.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

Trustee Moser moved, seconded by Trustee Lahey, that in compliance with 5 ILCS 120/2.06(a)(c), the board approve the destruction of the verbatim recordings of closed meetings held on August 29, 2018, October 30, 2018, November 28, 2018 and December 19, 2018.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

B. Review the Travel Expense Reimbursement Policy (ACTION)

Trustee Kerr moved, seconded by Trustee Moser to approve the Travel Expense Reimbursement Policy, as presented.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

C. Review the Identity Protection Policy (ACTION)

Trustee Kerr moved, seconded by Trustee Jordan to approve the Identity Protection Policy, as presented.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

D. Review the Materials Selection Policy (ACTION)

Trustee Kerr moved, seconded by Trustee Moser to approve the Materials Selection Policy, as presented.

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

Nays: None.

Absent: Trustees Milashus and Peterson.

Abstain: None.

E. Annexation of Unserved Properties

Director Todd and Attorney Bob Smith reported on the requisite procedures and timeline relating to the annexation of unserved properties to the Library.

Attorney Smith left the meeting at 7:12 P.M.

XI. Other

Nothing

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:55 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President