

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD DECEMBER 16, 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 7:01 P.M.

Roll Call: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Lahey, Moser and Peterson.

Absent: Trustee Milashus.

Physically present: None.

Also present, via video conference: Executive Director, Alex Todd; Chris Damsch of Shales McNutt Construction; Head of Administrative Services, Melissa Galvez; Recording Secretary, Claudine Kastner; and 2 members of the public.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from November 24, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of November 30, 2020
- C. Ratify Paid Disbursements since November 24, 2020
- D. Approve Bills for Payment for December, 2020
- E. Approve Transfer from Savings to Checking

The consent agenda includes the first transfer from the Library's current First Midwest Bank to the Library's new bank, Village Bank & Trust.

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

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd reported on various thank you letters received, and other patron correspondence and communications in appreciation of Library services and programs.

VI. PRESIDENT'S REPORT

Trustee Moser reported on requirements for Library Trustees running in the April, 2021 election.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including boiler reliability issues; migration of the Library bank accounts to Village Bank & Trust; a patron donation of \$5,000 to the Library; consolidated election requirements for Library trustees to run on the April, 2021 ballot; and Library hours during the upcoming holiday season.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Renovation

i. AV Bid Review (ACTION)

Chris Damsch provided the trustees with an update on the renovation. He also described the bid process for the audio-visual system to be installed as part of the building renovation. Mr. Damsch left the meeting at 7:17 P.M.

Trustee Moser moved, seconded by Trustee Jordan, to award Bid Package 26B – Audio Visual to 22 Tones in the amount of \$69,913.77, as presented.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

B. COVID-19 Update

Director Todd reported that there is nothing new to report relating to the procedures being followed in light of the coronavirus pandemic.

C. 2021 Per Capita Grant

Director Todd reported that the Library is ahead of schedule in meeting its requirements for the annual Per Capita Grant.

X. NEW BUSINESS

A. Ordinance No. 20-12-1, Ordinance Annexing Property and Certifying Question for Referendum (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve Ordinance No. 20-12-1, Ordinance Annexing Property and Certifying Question for Referendum, as presented.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

Director Todd reported to the Board that an attempt will be made to contact tenants living in the affected residential multi-unit buildings, to inform them of the Referendum slated for the April, 2021 ballot.

XI. Other

Director Todd reported that all requisite paperwork has been filed relating to the annual Budget and Appropriations Ordinance and levy.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:36 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President