

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JANUARY 27, 2021

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 7:04 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; Adult Program Coordinator, Terri Campbell; Head of Adult Services, Kim Murphy; Technology Resources Librarian, David Pettersen; prospective trustee, Sandhya Patel; Recording Secretary, Claudine Kastner; and 3 members of the public.

II. SWEARING IN OF TRUSTEE

Ms. Sandhya Patel was sworn in as a Trustee of the Prospect Heights Public Library District Board to fill the vacancy created by the resignation of Trustee Kris Milashus. Trustee Patel's term runs through the April, 2021 election. President Moser welcomed Trustee Patel to the Board.

III. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from December 16, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of December 31, 2020
- C. Ratify Paid Disbursements since December 16, 2020
- D. Approve Bills for Payment for January, 2021
- E. Approve Transfer from Village Bank & Trust savings to checking
- F. Approve Transfer from First Midwest Bank to Village Bank & Trust

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

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey, Moser, Patel and Peterson.
Nays: None.
Absent: None.
Abstain: None.

IV. PUBLIC COMMENTS

None.

V. ATTORNEY'S REPORT

Director Todd reported on details and deadlines relating to the upcoming levy and other legal matters.

VI. COMMUNICATIONS

Trustee Moser reported that he received a letter of resignation from Trustee Milashus, effective immediately.

Director Todd reported on a recent article in the Daily Herald regarding how local libraries are serving their communities during the coronavirus pandemic. Director Todd also reported on various thank you letters received, and other patron correspondence and communications in appreciation of Library services and programs.

VII. PRESIDENT'S REPORT

Trustee Moser reported on his ongoing goals for concise board meetings and invited Trustee Patel to communicate with him via e-mail with any questions or input relating to library trusteeship.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including repair of the boilers by TRANE; transition of the Library's maintenance engineer; completion of Library banking migration; upcoming consolidated election; temporary Library service interruptions due to the renovation project; upcoming virtual legislative meet-ups; Winter Reading program; and an impressive list of personnel service milestones.

IX. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula inquired on the status of pneumatic controls and an upcoming tour of the building to assess the renovation progress.

C. Personnel – Marianne Kerr

No report. The Committee will be scheduling a meeting in the near future.

D. RAILS – Alex Todd

No report.

X. OLD BUSINESS

A. Renovation

- i. Ratify Building & Grounds Committee approval of PCO 28 – YS Fireproofing
(ACTION)

Trustee Moser moved, seconded by Trustee Bochula to approve Prime Contract Potential Change Order (PCO) 28 – Fireproofing repairs at Youth Services, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

- ii. Halfway point update – Chris Damsch

Mr. Damsch reported on the status of the renovation project at its half-way point, including timeline targets. Mr. Damsch left the meeting at 7:17 P.M.

XI. NEW BUSINESS

A. Mid Fiscal-Year Report

Director Todd presented statistics for the Library's Mid-Fiscal Year 2020 – 2021 timeframe amid the challenges created by the pandemic. Curbside pick-ups, online services and online programs continue to be extremely popular and successful.

B. Adult Services Department (ASD) Update

i. The Elm Leaf during COVID – David Pettersen

Mr. Pettersen reported to the Board on the timeline of steps required to facilitate publication of the Library’s monthly “Elm Leaf” newsletter during the Covid pandemic, including the requisite transition from in-person to all online/remote input and preparation by the staff. Over 12,000 copies of the newsletters are mailed to area residents, and many are also transmitted electronically.

ii. How do we remote programming – Terri Campbell

Ms. Campbell reported to the Board on the increasing adaptability required to provide Library programs, speakers, etc. remotely. Included in this process is providing patrons with tutorials on how to use Zoom and other online platforms, and, in some instances, recording programs for viewing at a later date. Some initiatives have included partnering with other libraries to provide access to larger scale programs in the areas of history, music, travel, etc.

iii. Youth Art Month – Kim Murphy

Ms. Murphy reported to the Board on the Library’s participation in the popular nationwide annual “Youth Art Month.” Due to the pandemic, with numerous patrons seeing an increase in time spent at home, the Library is expanding the focus of the program under the umbrella “Art Month,” encouraging patrons to obtain a limited number of arts and crafts projects geared toward both children and adults.

XII. Other

Nothing to report.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:27 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President