

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD APRIL 26, 2023
MEETING ROOM OF PROSPECT HEIGHTS PUBLIC LIBRARY,
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 7:01 P.M.

Roll Call: Physically Present: Trustees Bochula, Jordan, Kerr, Lahey, Moser and Patel.

Motion by Trustee Moser, seconded by Trustee Lahey to allow Trustee Peterson to join the meeting via audio conference. Motion carried unanimously. Trustee Peterson left the meeting at 8:15 P.M.

Present via audio conference: Trustee Peterson.

Absent: None.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; John Shales of Shales McNutt Construction Services; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from March 29, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of March 31, 2023 in the amount of \$4,757,945.77
- C. Ratify Paid Disbursements since March 29, 2023 in the amount of \$304,778.44
- D. Approve Bills for Payment for April, 2023 in the amount of \$143,098.57
- E. Approval of Transfer from Savings to Checking in the amount of \$220,000

Trustee Moser moved, seconded by Trustee Lahey 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.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Moser reminded the trustees that Officers are scheduled to be elected at the May, 2023 board meeting.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on repair of the ice melt system near the courtyard fountain; the completion of some painting on the exterior of the building; the Director's hosting of his 10th annual budget workshop for other library directors on April 5; the Director's attendance at "Directors University 2.0" (DU2) in Springfield on April 10 – 13; Library sponsoring of document shredding event on April 15 for both Library documents and patron documents totaling 11,500 pounds of paper; numerous Library programs for all ages the week of April 16 relating to the Federal Reserve Bank-initiated "Money Smart Week;" Library late-opening on April 21 for a staff in-service session; staff appreciation luncheon to be held on April 27 during National Library week; upcoming "Reaching Forward" conference on May 5 for library support staff; VITA (Volunteer Income Tax Assistance) free income tax preparation service offered on a volunteer basis to assist low-income patrons for which 130 tax returns were prepared; end-of school year class visits to the Library by over 42 elementary school classes; upcoming High School Librarian visit to Hersey High School to promote the Summer Reading program; Prospect Heights Community Day on Saturday, June 3; and Prospect Heights Block Party the weekend of June 17, with street closures affecting the Library from June 16 - 18.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

Trustee Kerr reported that the Committee met just prior to today's board meeting.

D. RAILS – Alex Todd

Director Todd reported that the new RAILS Executive Director, Monica Harris, attended a director's networking meeting in Barrington, Illinois, as part of a touring schedule to introduce herself to library personnel, and to promote RAILS.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Review Recommended contracts for boiler replacement - (ACTION)

Mr. Shales described the bid process for the project; qualifications of the companies which submitted bids; and elements of the level of sustainability, efficiency and cost effectiveness of the various boiler replacement options.

Trustee Moser moved, seconded by Trustee Bochula to approve the contract from Ideal Heating in the amount of \$337,777, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

Mr. Shales left the meeting at 7:25 P.M.

B. Review contract for Claudine Kastner - (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the contract from Claudine Kastner, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Review proposal from The Blackberry Collection for DEI Training – (ACTION)

As a member of the Library's DEI Committee, Trustee Jordan commented that key to the success of the Diversity/Equity/Inclusion (DEI) initiatives is ongoing awareness and sensitivity, ultimately resulting in improved staff and patron satisfaction and comfortability. She likened the initiatives as, in part, an investment in the Library staff, akin to the Library's investment in the physical building and grounds.

Trustee Moser moved, seconded by Trustee Jordan to approve the proposal from The Blackberry Collection for Stage Zero Training in the amount of \$25,671, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

D. Annual Review of the Executive Director – (ACTION)

XI. EXECUTIVE SESSION – ILCS 120/2(c)(1)

The board recessed the regular Board meeting at 7:49 P.M. pursuant to ILCS 120/2(c)(1).

Trustee Moser moved, seconded by Trustee Kerr to go into Executive Session at 7:50 P.M.

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

Nays: None.

Absent: None.

Abstain: None.

The regular Board meeting resumed at 8:23 P.M. with a roll call.

Roll Call: Physically Present: Trustees Bochula, Jordan, Kerr, Lahey, Moser and Patel.

Absent: Trustee Peterson.

Also physically present: Executive Director, Alex Todd.

A. Annual Review of the Executive Director – (ACTION)

Trustee Moser moved, seconded by Trustee Bochula that the compensation for Director Todd for fiscal year 2023/2024 shall be \$133,000.

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

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

XII. OTHER

No report

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:32 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President