

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD JULY 28, 2021 AT  
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, Kerr, Lahey, Patel and Peterson.

Absent: Trustees Jordan and Moser.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; and Recording Secretary, Claudine Kastner.

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from June 30, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of June 30, 2021
- C. Approval of the list of Disbursements for June 30, 2021
- D. Approval of the list of Disbursements for July, 2021
- E. Approval of Bills for Payment for July, 2021
- F. Approval of transfer from Savings to Checking

Trustee Kerr moved, seconded by Trustee Patel to approve the consent agenda, as presented.

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

Nays: None.

Absent: Trustees Jordan and Moser.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

#### **IV. ATTORNEY'S REPORT**

Director Todd reported on delays in certain requisite legal procedures and paperwork issues with Cook County departments attributable to the coronavirus pandemic.

#### **V. COMMUNICATIONS**

No report.

#### **VI. PRESIDENT'S REPORT**

No report.

#### **VII. TREASURER'S REPORT**

No report.

#### **VIII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library happenings, including personnel issues, Summer Reading Program update; July youth storytimes held outside in the new courtyard; Director Todd's presentation of a budget workshop to new directors attending Directors University on July 30; upcoming annual audit of the Library's finances the week of August 16; public hearing on the Budget & Appropriation Ordinance immediately-preceding the August 25 board meeting; Prospect Heights Block Party on August 28, for which Elm Street is closed; in-person, indoor, socially-distanced and masked Youth Services programming beginning in August; and transition to in-person and hybrid Zoom/in-person adult programs in the fall. Director Todd also reported that some Library programs may also be conducted with a "reverse-hybrid" technique, wherein the attendees would be in person at the Library, but the program presenter would be remote.

#### **IX. 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.

## X. OLD BUSINESS

### A. Building Renovation

Director Todd reported on wrap-up of the few remaining outstanding items associated with the Library renovation project.

### B. Covid-19 Update

Director Todd reported on the Center for Disease Control (CDC) adjustments to mask mandates and other updates relating to the recent uptick in coronavirus cases nationwide. He is also monitoring the Illinois Department of Health and Cook County Health Department coronavirus-related updates. The staff's work spaces remain socially distanced.

## XI. NEW BUSINESS

### A. Ordinance No. 20-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2021/2022(ACTION)

No action.

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

No action.

## XII. Other

Trustee Peterson reported that Library staff members appear to be extremely enthused about the outcome of the building renovation.

## XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:30 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President