

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MARCH 30, 2022
MEETING ROOM B 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 Jordan, Kerr, Lahey, Moser and Peterson.

Also physically present: Executive Director, Alex Todd; Sue Seggeling, Head of Youth Services; Nora Mastny, Head of Technical and Automation Services; and Recording Secretary, Claudine Kastner.

Absent: Trustees Bochula and Patel.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from February 23, 2022 regular Board meeting
- B. Approval of the Combined Statement of Assets as of February 28, 2022
- C. Ratify Paid Disbursements since February 23, 2022
- D. Approval of Bills for Payment for March, 2022
- E. Approval of Transfer from Savings to Checking

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

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd shared a letter received from former employee, Maureen Dunne, congratulating the Library on its successful and beautiful renovation.

He also summarized feedback received from patrons on “Speak Out” forms, and discussed a couple of suggestions noted therein.

Trustee Moser commented on a gracious thank you note he received from recent Library retiree, Betty Shubeck.

VI. PRESIDENT’S REPORT

Trustee Moser reported that Trustee Jordan has agreed to serve on the Library’s Diversity, Equity and Inclusion (DEI) Committee. Trustee Jordan noted her enthusiasm in that arena and is looking forward to fostering deeper awareness and support of issues relating thereto. She noted that the nomenclature relating to DEI has evolved over the decades, shifting from the notion of merely “tolerating” toward that of “incorporating/embracing.”

VII. EXECUTIVE DIRECTOR’S REPORT

Director Todd introduced the board to Nora Mastny, the new Head of Technology and Automation Services. Ms. Mastny discussed her prior library experience, and is enthused about working with such an exemplary and knowledgeable staff.

Director Todd reported on technical glitches relating to the completion and submission of requisite annual Statements of Economic Interests which need to be completed by all Library Trustees.

He reported on various Library happenings, including a huge up-tick in passport applications being processed; Poplar Creek Library staff tour of the renovated Library on March 24; his hosting of an annual budget workshop for new library directors on April 6; Director Todd and Northbrook Library Director Kate Hall are presenting at Reaching Forward South in Champaign on April 8 and in Rosemont on May 6; Summer Reading Kick-off on June 4; Community Day at the Park District on June 4; Prospect Heights Park District Block Party on June 18; and Prospect Heights 4th of July parade on July 2.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

The Committee met to review security camera issues, landscaping quotes and geo-thermal plans.

C. Personnel – Marianne Kerr

The Committee met to review the Library's comprehensive Emergency Plan, to be voted on at this board meeting.

D. RAILS – Alex Todd

Director Todd reported that RAILS is in search of a Library Trustee to serve on its board.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Review Library's Emergency Plan (ACTION)

Trustee Kerr moved, seconded by Trustee Moser to approve the Library's Emergency Plan, as presented.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

B. Review Landscaping Plan from Milieu Landscaping (ACTION)

Trustee Moser moved, seconded by Trustee Peterson to approve the Landscaping Plan from Milieu Landscaping, as presented.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

C. Review Security Camera Proposal from Eyes On U Surveillance Systems, Inc. (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve the Security Camera Proposal from Eyes on U Surveillance Systems, Inc., as presented.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

D. Review Audit Proposal (ACTION)

Trustee Moser moved, seconded by Trustee Jordan to approve the Audit Proposal from GW & Associates, PC, as presented.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

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

Trustee Moser reported that he and Trustee Kerr conducted the requisite annual review of the written minutes and verbatim tape recordings of all closed session meetings.

Trustee Moser moved, seconded by Trustee Kerr, 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: May 27, 2020 and May 26, 2021.

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

Nays: None.

Absent: Trustees Bochula and Patel.

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 Jordan, Kerr, Lahey, Moser and Peterson.

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

Trustee Moser moved, seconded by Trustee Kerr, 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 May 27, 2020 and May 26, 2021.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

F. Review of verbatim recordings of regular board meetings held remotely under State Executive Orders (ACTION)

Trustee Moser moved, seconded by Trustee Kerr, that in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic, the board approve the destruction of the verbatim recordings of the regular board meetings held on April 29, 2020, May 27, 2020 and June 24, 2020.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

G. Youth Services Update – Sue Seggeling

Ms. Seggeling reported on the department's transition back to in-person programming following the need for remote, virtual programs during the coronavirus pandemic.

She discussed her department's numerous services and outreach liaisons to local schools and home schoolers, all of which are ramping back up. These include coordinating and promoting family reading nights, the assembling of 400 to 500 Take and Make crafts per month, Book Boxes, Mindful Monday programs, Storytime programs, STEAM (science, technology, engineering, arts and mathematics) activities, Youth Chess Club, Lego Builder's Club and Study Buddy program, and providing miscellaneous activities for children such as coloring sheets and word finds. She noted that some schools have included a library card as an item on their back-to-school supply list.

Ms. Seggeling also reported on the youth portion of the upcoming Summer Reading program and a family-friendly kick-off event featuring sweet treats and entertainment, and on partnering with the Prospect Heights Park District, hosting a summer pool party, again geared toward family participation.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President