

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD MAY 26, 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 7:00 P.M.

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

Absent: Trustee Kerr.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Head of Communications, Freedom Nguyen; and Recording Secretary, Claudine Kastner.

**II. SWEARING IN OF TRUSTEES**

Trustee Peterson issued the oath of office to Trustees Moser and Jordan as Trustees of the Prospect Heights Public Library District Board, having been elected in the April, 2021 election.

Trustee Peterson issued the oath of office to Trustee Patel as Trustee of the Prospect Heights Public Library District Board, having been appointed as Trustee.

All of the sworn in trustees were congratulated and acknowledged.

**III. ELECTION OF OFFICERS**

Trustee Jordan moved to nominate Trustee Moser to serve as President, Trustee Kerr to serve as Vice President, Trustee Lahey to serve as Treasurer, and Trustee Peterson to serve as Secretary. The motion was seconded by Trustee Moser.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

#### **IV. APPOINTING COMMITTEES**

Budget and Finance:

Trustee Lahey, Chairperson, and Trustee Patel.

Building and Grounds:

Trustee Bochula. Chairperson, and Trustee Jordan.

Personnel:

Trustee Kerr, Chairperson, and Trustee Peterson.

#### **V. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from April 26, 2021 special Board meeting
- B. Approval of Minutes from April 28, 2021 regular Board meeting
- C. Approval of the Combined Statement of Assets as of April 30, 2021
- D. Ratify Paid Disbursements since April 28, 2021
- E. Approve Bills for Payment for May, 2021

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

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

#### **VI. PUBLIC COMMENTS**

None.

#### **VII. ATTORNEY'S REPORT**

Director Todd reported on discussions with Attorney Bob Smith regarding issues relating to materials purchased for certain library programs/services/projects like 3-D printer creations, etc., which costs are passed along to patrons, free of sales tax.

## **VIII. COMMUNICATIONS**

Director Todd reported on positive feedback from individuals in attendance at the remodeled Library's "soft re-opening" on May 25, 2021.

Director Todd reported that all requisite paperwork filings associated with the Library's recent successful annexation of properties have been effectuated at the Cook County City Hall.

## **IX. PRESIDENT'S REPORT**

No report.

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

Director Todd reported on various Library happenings, including incidents of an illegal scam related to check fraud, and related security measures and procedures to safeguard the Library's finances; personnel issues; Summer Reading Program "Reading Colors Your World," staff evaluations and plans for the Library's upcoming Grand Re-Opening scheduled for June 5; post-remodel staff training for items such as new light switches, conference room access, building security and operation of courtyard amenities; and current and anticipated landscaping progress.

## **XI. COMMITTEE REPORTS**

### **A. Budget & Finance – Peggy Lahey**

No report.

### **B. Building & Grounds – Tim Bochula**

Director Todd reported on some various humorous remodeling construction challenges, including fountain issues and the need to override pre-programmed wall clocks.

### **C. Personnel – Marianne Kerr**

No report.

### **D. RAILS – Alex Todd**

No report.

## **XII. OLD BUSINESS**

### **A. Renovation**

Director Todd reported on the status of the renovation project and the re-opening plans and timetables. The trustees complimented Director Todd and the entire staff on their outstanding efforts put forth to bring about the successful remodeling of the Library. The

staff was particularly praised for its flexibility, patience and ingenuity exhibited during the remodel, coupled with the challenges brought on by the coronavirus pandemic, while masked, socially distanced, and adhering to other CDC requirements to ensure patron and employee safety!

B. Covid-19 Update – Mask Mandate

Director Todd and the Trustees discussed the CDC’s current mask mandate and implications thereof for public, governmental facilities.

**XIII. NEW BUSINESS**

A. Personnel Manual (ACTION)

Trustee Peterson moved, seconded by Trustee Moser to approve the revised Personnel Manual, as presented, as recommended by the Personnel Committee.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

B. Grand Opening – Freedom Nguyen

Mr. Nguyen presented the board with information relating to the activities being planned for the Library’s Grand Re-Opening on Saturday afternoon, June 5. Mr. Nguyen left the meeting at 7:13 P.M.

**XIV. Executive Session – ILCS 120/2(c)(1)**

The Board recessed the regular Board meeting at 8:17 P.M.

Trustee Moser moved, seconded by Trustee Lahey, to go into Executive Session at 8:17 P.M.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

The regular Board meeting resumed at 8:30 P.M. with a roll call.

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

Absent: Trustee Kerr.

No trustees were present via audio or video conference.

Also present: Executive Director, Alex Todd.

C. Annual Review of the Executive Director (ACTION)

Trustee Moser moved, seconded by Trustee Lahey that the compensation for Director Todd for fiscal year 2021/2022 shall be \$122,000.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

**XV. Other**

Nothing.

**XVI. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:45 P.M.

Respectfully submitted,

\_\_\_\_\_  
Pat Peterson, Secretary

ATTEST:

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Bill Moser, President