

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD SEPTEMBER 29, 2021  
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 7:02 P.M.

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

Absent: None.

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

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from August 25, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of August 31, 2021
- C. Ratify Paid Disbursements since August 25, 2021
- D. Approval of Bills for Payment for September, 2021
- E. Approval of Transfer from Savings to Checking

Trustee Moser moved, seconded by Trustee Bochula 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 commented on follow-up issues raised as a result of Head of Adult Services, Kim Murphy's comprehensive presentation at the August, 2021 board meeting regarding possible rental of the Library facilities for private functions.

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

Director Todd reported on various Library happenings, including installation of building signage; on-site inspection of the renovated Library by its insurance provider; grant application relating to diversity, equity and inclusion; the issuance of over 200 library cards in September, dubbed "Library Card Sign-up Month;" a \$5,000 donation from a regular Library patron; the resumption of displaying local artists' artwork, following the installation of art rails throughout the Library; the Library's hosting of Frost Family Night on September 30, to help families attending Frost School meet their new principal; and the annual Illinois Library Association conference to be held virtually on October 12-14.

#### **VIII. COMMITTEE REPORTS**

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

The Committee is scheduled to meet on October 5, 2021.

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

Issues were discussed relating to two of the Library's water pumps, which are 22 years old.

##### **C. Personnel – Marianne Kerr**

The Committee is scheduled to meet on October 26, 2021.

##### **D. RAILS – Alex Todd**

No report.

## IX. OLD BUSINESS

### A. Covid-19 Update

Director Todd is closely monitoring developments with the requisite government protocols relating to the coronavirus pandemic.

### B. 2022 Per Capita Grant – Serving Our Public 4.0 Chapters 1-3

Director Todd summarized the requirements of the 2022 Per Capita Grant including duties of trustees, Library management line of succession in the event of emergency, etc.

## X. NEW BUSINESS

### A. Annual Financial Report for Fiscal Year ending June 30, 2021 (ACTION)

Accountant Dan Berg presented the annual independent audit report and described the successful audit, conducted in person for one day and electronically for the duration of the audit. He complimented the Library accounting and administrative staff for their thoroughness, professionalism and capable assistance throughout the audit. Mr. Berg left the meeting at 7:22 P.M.

Trustee Moser moved, seconded by Trustee Lahey, to accept the Annual Financial Report for fiscal year ending June 30, 2021 as presented.

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

Nays: None.

Absent: None.

Abstain: None.

### B. Review of Minutes of closed meetings in compliance with 5 ILCS 120/2.06 (ACTION)

Trustees Moser and Kerr reviewed all of the written minutes and verbatim tape recordings of all closed session meetings.

Trustee Moser moved, seconded by Trustee Lahey, to approve the written minutes of the closed meeting held on May 26, 2001 (5 ILCS 120/1(c)(1)) and that, in compliance with 5 ILCS 120/2.06, that the minutes remain closed and that the need for confidentiality still exists as to these minutes.

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

Nays: None.

Absent: None.

Abstain: None.

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 thereof that require confidential treatment and shall be made available for public inspection: April 25, 2018, April 24, 2019 and February 20, 2020.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser moved, seconded by Trustee Patel, 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 Bochula, Jordan, Kerr, Lahey, Moser, Patel and Peterson.

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser moved, seconded by Trustee Patel, 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 February 27, 2019, April 24, 2019 and February 20, 2020.

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

Nays: None.

Absent: None.

Abstain: None.

**C. Review Quote to Replace Library's Loop Pump (ACTION)**

Director Todd reviewed quotes relating to the replacement of two of the Library's 22 year-old water pumps, which, when newly-installed, each had an estimated life expectancy of ten years. No action was required by the board.

**XI. Other**

Trustee Kerr discussed issues relating to various Library e-mails sent to the trustees.

**XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:51 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President