

# MINUTES FOR AN EXECUTIVE MEETING OF THE BOARD OF TRUSTEES OF THE PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT

Date of executive meeting: \_\_\_\_\_ Time meeting started: \_\_\_\_\_

Date Minutes approved: \_\_\_\_\_ Time meeting adjourned: \_\_\_\_\_

Date Minutes made public: \_\_\_\_\_ Tape Destroyed by: \_\_\_\_\_

Meeting Location (check one) \_\_\_\_\_ Prospect Heights Public Library  
District Large Meeting Room  
12 N. Elm Street  
Prospect Heights, IL 60070  
\_\_\_\_\_  
Other location  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. Call to Order/Roll Call**

In an open meeting, motion made by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_ to go into executive session pursuant to 5 ILCS 120 the Open Meetings Act for the consideration of (choose all applicable)

_____	5 ILCS 120/2(c)1	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity
_____	5 ILCS 120/2(c)3	The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance
_____	5 ILCS 120/2(c)5	The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
_____	OTHER	

**Roll Call Attendance:**

- Trustees Physically Present:
- Trustees Absent:
- Present via audio or video conference:
- Also Physically Present:

**II. Summary of the nature of the matter considered. Matters proposed, deliberated or decided. Use an additional sheet if necessary.**

**Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_ to recommend the Board**

**Roll Call Vote:**

Aye:

Nay:

Abstain

Absent:

**III. Adjournment**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_ to adjourn the executive session and return to open session.

**Roll Call Vote:**

Aye:

Nay:

Abstain:

Absent:

**Time the executive session adjourned: \_\_\_\_\_**

Respectfully Submitted,

- Original Signed -

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Board Secretary