

**Regular Board Meeting
September 17, 2020
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan

Absent: None

Staff Present: Karen Almeleh, Anne Belden, Laura Bos, Jo Broszczak, Carol Capra, Beth Corrigan-Buchen, Rosemary Groenwald, Julie Jurgens, Jan Peterson, Su Reynders, Mary Smith, Suzanne Yazel

Visitors: Karen Agoranos, Naomi O'Sullivan, Pat O'Sullivan

3. Swearing in of Trustee Kristine O'Sullivan

Mount Prospect Village Clerk Karen Agoranos swore in new Library Trustee Kristine O'Sullivan.

4. Audience to Visitors

No visitors were present.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of August 20, 2020
- b. Approve Minutes of Special Board Meeting of September 3, 2020
- c. Approve Minutes of Personnel Committee Meeting of September 8, 2020
- d. Approve February 2020 Bills
- e. Approve August 2020 Bills

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to establish and approve the consent agenda as submitted. Voice vote carried unanimously.

6. Approve August 2020 Financial Report

Trustees reviewed the Treasurer's Report and noted that to date only 88% of the 2019 levy has been collected, compared with the usual 96%. The library anticipates additional revenue later in the year due to the extended Cook County deadline.

Motion was made by Trustee Gilligan and seconded by Trustee Gens to approve the August 2020 financial report as presented. Voice vote carried unanimously.

7. Approve 2021 Budget and 2020 Levy Resolution

Trustees discussed the 2021 budget and 2020 levy, reviewing expenditures, revenues, and library services. Director Reynders reported that the Village of Mount Prospect will present an amended Intergovernmental Agreement regarding the balloon payment on the current bond debt.

Mount Prospect Public Library
Board of Library Trustees
10 S. Emerson Street | Mount Prospect, IL 60056

Motion was made by Trustee Duebner and seconded by Trustee Gens to approve the 2021 budget and 2020 levy as presented, including the 2021 salary scale and capital expenditures. Voice vote carried unanimously.

8. Approve Ordinance No. 2020-1 Establishing Reserve Fund and Transfer Initial Funds

The Board reviewed the proposed ordinance and discussed the benefits and drawbacks of establishing a formal reserve fund per statute 75 ILCS 5/5-8.

Motion was made by Trustee Fulk and seconded by Trustee Bass to approve Ordinance No 2020-1 Establishing a Reserve Fund as presented and authorized the transfer of the balance of the previous Capital Projects Reserve Fund (\$2,626,773) and \$800,000 from the Library Fund no later than September 30, 2020.

9. Personnel Committee Report

President Haas reported on the recent Personnel Committee meeting establishing the process and documentation to be followed for the annual Executive Director evaluation.

10. Executive Director and Monthly Library Reports

Carol Capra and Mary Smith from the Youth Services Department shared information about library services, including outdoor programs and activities, and support for schools and parents during the current remote learning situation.

The Board discussed the current public hours and the pros and cons of extending them or keeping them the same until there is additional information from the State or County. Trustees suggested that if the library stays open until 8:00 p.m., that it be for all weekdays for ease of remembering. No decisions were made during the meeting.

11. Trustee Reports

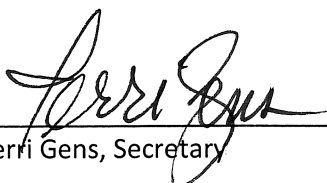
Trustees made the following suggestions: update the website banners with more specific and up-to-date information, post meeting room reservation information on the website.

12. Calendar Items

- a. Joint Boards Dinner (cancel for this year)
- b. Foundation Board Meeting – September 28 – Terri Gens
- c. Placeholder for Special Meeting – October 1 (possibly virtual for IGA amendment)
- d. Regular Board Meeting – October 15
- e. Foundation Board Meeting – October 26 – Brian Gilligan

13. Adjournment

Regular meeting adjourned at 8:09 p.m.



Terri Gens, Secretary

Approved as submitted 10/15/2020