

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD AUGUST 30, 2023
MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,
12 N. ELM STREET, PROSPECT HEIGHTS, ILLINOIS

The public hearing on the proposed 2023/24 Budget and Appropriation Ordinance was opened at 7:00 P.M.

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

Absent: Trustees Kerr, Lahey and Patel.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; Head of Youth Services, Sue Seggeling; Attorney Bob Smith; and Recording Secretary, Claudine Kastner.

There being no public comments, the hearing was closed at 7:02 P.M.

I. CALL TO ORDER/ROLL CALL

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:03 P.M.

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

Motion by Trustee Moser, seconded by Trustee Bochula, to allow Trustee Lahey to join the meeting via audio conference. Motion carried unanimously.

Present via audio conference: Trustee Lahey.

Absent: Trustees Kerr and Patel.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; Head of Youth Services, Sue Seggeling; Attorney Bob Smith; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from July 26, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of July 31, 2023 in the amount of \$4,739,054.93
- C. Ratify Paid Disbursements since July 26, 2023 in the amount of \$245,431.79
- D. Approval of Bills for Payment for August, 2023 in the amount of \$132,134.83

E. Approval of transfer from Savings to Checking in the amount of \$240,000.00

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

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

Nays: None.

Absent: Trustees Kerr and Patel.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Attorney Bob Smith explained the requisite annual financial processes, achieved by his working with the Finance Committee and Director Todd, ultimately culminating in pass of the Levy Ordinance. Mr. Smith complimented the Library on maintaining a solid, balanced budget and having a supportive Board of Trustees.

Mr. Smith left the meeting at 7:11 P.M.

V. COMMUNICATIONS

Director Todd shared with the Board a recent article in "Vox" entitled "A reading guide for grownups who don't read," describing clever ways in which librarians can encourage reading to previous non-readers.

VI. PRESIDENT'S REPORT

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

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including personnel changes; upcoming installation of the new boilers; progress on the 2022/2023 requisite annual independent financial audit; the beginning of Stage 0 training by The BlackBerry Collection on the Library's Diversity Equity Inclusion (DEI) initiative and a description of the training modules; Library re-branding progress; the inaugural "Plein Air" contest held at the Library on August 5; local suburban library bomb threats; Illinois Library Association (ILA) annual conference on October 24 – 26 in Springfield; new video game purchases by the Library; the addition of the Warren-Newport Public Library District as the 29th member of the Computer Cooperative Services (CCS) consortium; and the resumption of Library hours on Sundays as of September 3.

Director Todd described some of the discussions he has had with the Prospect Heights Police Chief relating to the nationwide trend of bomb threats to libraries, and the appropriate procedures to be undertaken by Library staff in the unfortunate occurrence of a bomb threat.

Ms. Seggeling described the initial "Plein Air" contest for artists to create a work of art on-site at the Library, and how this might grow into a larger-scale, annual event featuring both professional and amateur artists creating works of art in different media, while interacting with patrons.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Ordinance No. 23-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023/2024 (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve Ordinance No. 23-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023/2024, as presented.

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

Nays: None.

Absent: Trustees Kerr and Patel.

Abstain: None.

B. Proposal to purchase EverBright wall activity feature for \$16,100 (ACTION)

Ms. Seggeling outlined the intricacies of the interactive EverBright wall-mounted item measuring approximately 4 feet by 4 feet to be purchased. She described how it is being utilized in other libraries, and cited different scenarios in which it can serve as a learning, artistic, hands-on engaging tool for both children and adults, including those with physical or mental disabilities, autism, etc.

Trustee Moser moved, seconded by Trustee Bochula to approve the purchase of the EverBright wall activity feature for \$16,130, as presented.

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

Nays: None.

Absent: Trustees Kerr and Patel.

Abstain: None.

C. 2023 IPLAR (IPLAR)

Director Todd described the Illinois Public Library Annual Report which all libraries are required to complete.

D. 2024 Per Capita Grant

Director Todd explained the application process and steps needed to complete the requirements of the annual grant. The 2024 grant application has yet to be received.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:53 P.M.

Respectfully submitted,

Janet Jordan, Secretary

ATTEST:

Bill Moser, President