

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD DECEMBER 20, 2023  
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 7:24 P.M.

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

Absent: Trustees Bochula, Jordan and Patel.

Also physically present: Executive Director, Alex Todd; and Recording Secretary, Claudine Kastner.

Present via Zoom, Ms. Amanda Standerfer of Fast Forward Libraries, LLC.

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from November 29, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of November 30, 2023 in the amount of \$4,417,438.41
- C. Ratify Paid Disbursements since November 30, 2023 in the amount of \$188,693.63
- D. Approval of Bills for Payment for December, 2023 in the amount of \$98,071.29
- E. Approval of transfer from Savings to Checking in the amount of \$370,000

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

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

Nays: None.

Absent: Trustees Bochula, Jordan and Patel.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

**IV. ATTORNEY'S REPORT**

No report.

**V. COMMUNICATIONS**

No report.

**VI. PRESIDENT'S REPORT**

Trustee Moser discussed the crafting of beautiful etched holiday glasses in the Library's Maker Space, with the able assistance of Library Resources Librarian, David Pettersen, to be handed out to guests at a large upcoming Moser family Christmas party.

**VII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library issues including personnel changes; glass and lighting installations; submission of requisite documents to the Cook County Clerk's Office; information relating to Sue Seggeling and Kathy Wehrle's retirement dinners; Library closure dates for the upcoming holidays; and the Winter Reading Program starting January 8, 2024.

**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. Resolution 23-12-A Resolution Recognizing and Honoring the Career of Sue Ann Seggeling (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to adopt Resolution 23-12-A, Resolution Recognizing and Honoring the Career of Sue Ann Seggeling as presented.

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

Nays: None.

Absent: Trustees Bochula, Jordan and Patel.

Abstain: None.

**B. Resolution 23-12-B, Resolution for the Appointment of IMRF Authorized Agent (ACTION)**

Trustee Moser moved, seconded by Trustee Lahey, to adopt Resolution 23-12-B, Resolution for the Appointment of IMRF Authorized Agent, as presented.

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

Nays: None.

Absent: Trustees Bochula, Jordan and Patel.

Abstain: None.

**C. Strategic Planning (ACTION)**

Ms. Standerfer discussed her personal background and experience prior to and since opening Fast Forward Libraries, LLC consulting firm. She discussed the impact of her library consulting work and the typical process of meeting with Library staff and trustees and developing surveys to garner information from patrons, community members and local school liaisons, leading to identifying the Library's Vision, Mission, Strategic Direction and Goals. The duration of the Contract is expected to last approximately 8 months, and will culminate in a 3-5 year Strategic Plan for the Library. Trustees Moser requested feedback from Ms. Standerfer regarding prior statistics from libraries she has worked with; and Trustees Lahey proposed outreach to local condominium residents; and Trustee Peterson proposed liaisoning with representatives from the Prospect Heights Garden Club and other local service organizations for their valuable input as well.

Ms. Standerfer exited her Zoom attendance at the meeting at 7:48 P.M.

Trustee Moser moved, seconded by Trustee Kerr, to approve the Fast Forward Libraries, LLC Contract in the amount of \$24,800 for services associated with the development of the Library's Strategic Plan, as presented.

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

Nays: None.

Absent: Trustees Bochula, Jordan and Patel.

Abstain: None.

D. 2024 Per Capita Grant

Director Todd reviewed the requirements of the 2024 Per Capita Grant.

**XI. OTHER**

The board will vote at the January meeting on a resolution authorizing the Director to handle the requisite tasks under the MissionSquare Retirement Plan.

Several of the trustees commented positively on the Trustee banquet held in May.

**XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:06 P.M.

Respectfully submitted,

\_\_\_\_\_  
Janet Jordan, Secretary

ATTEST:

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Bill Moser, President