

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD FEBRUARY 23, 2022  
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 7:00 P.M.

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

Also physically present: Executive Director, Alex Todd; Roxy Poluchowicz, Rich Antonini and William Marcus of Computer View, Inc.; Kim Murphy, Head of Adult Services; James Brady of Adult Services; and Recording Secretary, Claudine Kastner.

Absent: None.

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from January 26, 2022 regular Board meeting
- B. Approval of the Combined Statement of Assets as of January 31, 2022
- C. Ratify Paid Disbursements since January 26, 2022
- D. Approval of Bills for Payment for February, 2022
- E. Approval of Transfer from Savings to Checking

Trustee Moser moved, seconded by Trustee Lahey 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**

Director Todd distributed for viewing, "Library love notes," i.e., messages written on heart-shaped colored paper, containing expressions of appreciation from appreciative youth Library patrons.

### **VI. PRESIDENT'S REPORT**

Trustees Moser and 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 happenings, including personnel changes; trouble-shooting of the fire door monitoring system; update on the ice melt system functionality; review of landscaping options; Annual Statement of Economic Interest forms to be completed by all Trustees; updates to the state and county Covid-19 mask mandates effective February 28; transition to in-person youth programs; Youth Art Month in March, featuring local school artwork on display in the Library from February 20 through the end of March; annual North Suburban Legislative meet-up held virtually on February 21; and statistics on Winter Reading Program sign-ups.

Trustee Jordan reported on a segment of the legislative meet-up, which referenced possible legislation to prohibit vendors from price-gouging libraries for both printed and electronic materials.

### **VIII. COMMITTEE REPORTS**

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

No report.

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

The Committee will schedule a meeting to review various landscaping and other quotes.

C. Personnel – Marianne Kerr

The Committee plans to meet on March 8.

D. RAILS – Alex Todd

No report.

**IX. OLD BUSINESS**

None.

**X. NEW BUSINESS**

A. Computer View – Internet Security

Ms. Poluchowicz gave a comprehensive presentation relating to the general topic of Cybersecurity, including internet security issues such as protection from malware/ransomware, SPAM, e-mail viruses, hacker access and phishing. She described how these pitfalls can be minimized within a Library system setting.

Ms. Poluchowicz, Mr. Marcus and Mr. Antonini left the meeting at 7:28 P.M.

B. Adult Services Update – Kim Murphy

Ms. Murphy introduced Mr. Brady to the Trustees. She presented an audio/visual display which highlighted each of the members of her staff and their respective areas of expertise. Their responsibilities include ordering, stocking and management of written and electronic materials, both English and foreign language; inter-library loan processing; scheduling and conducting both in-person and virtual adult programs and films; processing of U.S. passport applications and voter registration; scouring of new internet databases to learn about services which can be of use to patrons; management of seasonal adult reading programs, including soliciting of prizes from local vendors; providing training for patrons on how to use certain internet sites such as Ancestry.com, media streaming services such as HOOPLA, and devices such as ROKU, and on the use of electronics such as portable computers, tablets and smartphones; overseeing the free income tax assistance program (VITA) for low-income individuals and families; providing librarian outreach to local nursing home residents; and overseeing extensive, innovative programs in the Library's new Lab/Maker space, including 3D printer projects, glass etching, woodwork etching, tee-shirt designing classes, embroidery, etc.

**XI. OTHER**

None.

**XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:44 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President