

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD FEBRUARY 22, 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 7:04 P.M.

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

Absent: Trustees Bochula and Patel.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf (Ms. Wulf left the meeting at 8:19 P.M.); Head of Technical and Automation Services, Nora Mastny; Head of Adult Services, Kim Murphy; Amanda Herrmann of Adult Services; Michelle Rojas-Garay of Adult Services; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from January 25, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of January 31, 2023 in the amount of \$4,104,765.65
- C. Ratify Paid Disbursements since January 25, 2023 in the amount of \$245,401.43
- D. Approve Bills for Payment for February, 2023 in the amount of \$88,462.43
- E. Approval of Transfer from Savings to Checking in the amount of \$280,000.00

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

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd shared and reported on a recent New York Times article "Turning Nairobi's Public Libraries into 'Palaces for the People.'"

Director Todd also read a handful of the Library's feedback forms, "Speak Out," all of which expressed appreciation for the Library staff and its services.

VI. PRESIDENT'S REPORT

Trustee Moser encouraged trustees to stay connected to the Library services offered and its staff by regularly checking out materials, attending adult programs and special events, etc.

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 personnel changes; various building and grounds issues including the boiler replacement, landscaping, exterior building maintenance and a grant submission relating to improving the Library's internet connectivity; trustee participation in library advocacy webinars; financial bequest to the Library; updates on the Library's Diversity, Equity and Inclusion (DEI) initiatives; Reaching Across Illinois Library System's (RAILS) hiring of a new Executive Director, Monica Harris; and post-Covid return of the Library Administrators Council of Northern Illinois (LACONI) trustee banquet on May 19, which provides an opportunity for networking among trustees of numerous libraries.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

Director Todd indicated that the Committee will be meeting to review upcoming fall projects.

C. Personnel – Marianne Kerr

The Committee is scheduled to meet on March 1 to review policies on Identity Theft and Travel Reimbursement.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Department Updates – Adult Services and Technical Services

Ms. Murphy introduced Ms. Herrmann, the librarian in charge of homebound deliveries to local assisted living facilities, nursing homes, and residences, and will be taking on the duty of Inter-library loan processing; and Ms. Rojas-Garay, a Passport agent and adult services assistant. Both Ms. Herrmann and Ms. Rojas-Garay described their educational backgrounds and library-related work experience. Ms. Herrmann and Rojas-Garay left the meeting at 7:28 P.M.

Ms. Murphy reported on numerous other Adult Services personnel duties, including Maker Space classes; the Library's new "On the List" program, which allows patrons to pre-reserve newly-published books from their favorite authors; and the upcoming 20th annual Youth Art Month and the Young Artist Reception on March 16. Ms. Murphy also shared statistics on some of the department's services, in particular the processing of passport applications (2,929 in fiscal year 2021/2022 and 2,465 fiscal year-to-date 2022/2023).

Ms. Mastny reported on the Library duties which fall within the Technical and Automation services, including cataloging and online inventory maintenance of all of the Library's 200,000 items - 100,000 physical and 100,000 digital - including books, audiobooks, DVDs and blurays, games, periodicals, kits, Borrow Boxes, etc.); supply ordering; inventory maintenance of the Library's technology, including software, subscriptions, instructions, wireless connections and upgrades thereto, as well as its physical computers.

B. Young Artist Reception on March 16

Director Todd reported on the upcoming Young Artist Reception March 16, which is the 20th anniversary of this event, and the largest in-person event the Library hosts. He encouraged all trustees to attend, and possibly conduct tours of the Library.

C. Secretary of State Library Initiatives

Director Todd reported on initiatives by new Secretary of State/State Librarian, Alexi Giannoulas, to promote library advocacy and technology, including a centralized electronic database for use by individuals throughout Illinois, particularly in currently under-served areas in southern Illinois.

XI. OTHER

No report

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:33 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President