

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD JANUARY 26, 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 and Patel.

Also physically present: Executive Director, Alex Todd; Head of Circulation Services, Ann Marie Thomas; Head of Communications, Freedom Nguyen; and Recording Secretary, Claudine Kastner.

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

Present via audio conference: Trustee Peterson.

Absent: None.

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from December 15, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of December 31, 2021
- C. Ratify Paid Disbursements since December 15, 2021
- D. Approval of Bills for Payment for January, 2022
- E. Approval of Transfer from Savings to Checking

Trustee Moser moved, seconded by Trustee Jordan 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 reported on a letter received from Wheeling Township gratefully acknowledging food donations from the Library to the Wheeling Township Food Pantry which serves approximately 7,500 people.

Director Todd also shared an e-mail from a Library patron enthusiastically praising the Library's adult education online programs.

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

Trustee Moser commented on the transition of the Library's adult programs to a hybrid format, with a handful of attendees physically present and others able to participate in the program virtually, via zoom or similar audio-conferencing service.

Trustee Patel commented that she had attended an enjoyable program in the Library's new lab space.

### **VII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library happenings, including issues with the sidewalk ice-melt system which are being addressed; installation of a second replacement water pump; on-site tour of the Library by Product Architecture & Design representatives; various personnel issues; the impact of the Covid omicron variant, including a smattering of COVID exposure and quarantining among staff, and suspension of in-person youth programs for January and the beginning of February; annual Legislative Meet-up sponsored by the Illinois Library Association to be held remotely via zoom on February 21.

Director Todd also informed the trustees of some civil protests which have taken place in suburban Chicago libraries by individuals refusing to comply with mask guidelines within the library buildings.

### **VIII. COMMITTEE REPORTS**

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

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula reported on the Committee's initiatives relating to cost-benefit analyses of geo-thermal heating alternatives versus traditional heating methods.

C. Personnel – Marianne Kerr

The Committee will meet in the near future.

D. RAILS – Alex Todd

No report.

**IX. OLD BUSINESS**

None.

**X. NEW BUSINESS**

A. Mid-Year Report

Director Todd reported on encouraging mid-year statistics in revenues, expenses and circulation as we gradually turn the corner on the coronavirus pandemic.

B. Department Update

i. Circulation – Ann Marie Thomas

Ms. Thomas reported on patron "front-line" feedback on the renovated Library; statistics on the self-check-out machines and drive-up services window; updating of the Library's database with patron changes of address; vending machine usage; collection of food donations for the Wheeling Food Pantry; new staff hires; and plans under consideration to expand patron services to include driver license sticker renewals.

ii. Communications – Freedom Nguyen

Mr. Nguyen reported on the Library's updated website, including a break-down of the numerous countries from which individuals access the Library online; personnel issues; a sub-committee being formed to address the Library's Diversity, Equity and Inclusion (DEI) initiatives; anticipated expansion of the Library's social media presence on various online platforms; and efforts relating to the revised Library newsletter, The Elm Leaf, which is now produced entirely in-house.

**XI. OTHER**

None.

**XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:51 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President