

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD NOVEMBER 29, 2023
MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,
12 N. ELM STREET, PROSPECT HEIGHTS, ILLINOIS

The public hearing on the proposed Property Tax Levy Increase was opened at 6:47 P.M.

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

Absent: None

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf.

Present via audioconference: Attorney Bob Smith

There being no public comments, the hearing was closed at 6:51 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 7:00 P.M.

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

Absent: None.

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

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from October 25, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of October 31, 2023 in the amount of \$3,775,059.76
- C. Ratify Paid Disbursements since October 25, 2023 in the amount of \$414,637.89
- D. Approval of Bills for Payment for November, 2023 in the amount of \$176,478.39
- E. Approval of transfer from Savings to Checking in the amount of \$250,000

F. Ordinance No. 23-11-3, Setting the Schedule of Regular Meetings

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

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 discussed the Library rebranding survey and summarized initial patron responses.

VI. PRESIDENT'S REPORT

Trustee Moser reminded the trustees of the December board meeting being one week early due to the upcoming holidays.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including personnel changes; completion of the punchlist items on the boiler installation; installation of additional canned lighting in the Youth play room; Comcast's installation of fiber optic connection; plumbing issue in the public restrooms; marketing campaign for The Lab; status of the proposed extension of the path to Eisenhower School; Library rebranding effort; possibility of creating a second "Story Walk;" and Library closure dates for the upcoming holidays.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

Trustee Kerr and Director Todd reported on the updated Succession Plan and new Paid Leave for All Workers Policy, both of which are to be voted on at this meeting.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Ordinance No. 23-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/2024 (2023 Levy) (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to approve Ordinance No. 23-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/2024 (2023 Levy), as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Ordinance No. 23-11-2, Ordinance Determining to Levy an Additional Tax of .02 Percent of the Value of all Taxable Property in the District for the Purchase of Sites and Buildings, the Construction and Equipment of Buildings, the Rental of Buildings Required for Library Purposes, and Maintenance, Repairs and Alterations of Library Building and Equipment (ACTION)

Trustee Moser moved, seconded by Trustee Patel, to approve Ordinance No. 23-11-2, Ordinance Determining to Levy an Additional Tax of .02 Percent of the Value of all Taxable Property in the District for the Purchase of Sites and Buildings, the Construction and Equipment of Buildings, the Rental of Buildings Required for Library Purposes, and Maintenance, Repairs and Alterations of Library Building and Equipment, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Ordinance No. 23-11-3, Ordinance Setting Schedule of Regular Meetings of the Prospect Heights Public Library District, Cook County, Illinois (ACTION)

See Section II (F) above.

D. Review Updated Succession Plan (ACTION)

Trustee Moser moved, seconded by Trustee Kerr, to approve the updated Succession Plan, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

E. Review Updated Paid Leave for All Workers Policy (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to approve the Paid Leave for All Workers Policy, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:40 P.M.

Respectfully submitted,

Janet Jordan, Secretary

ATTEST:

Bill Moser, President