

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD OCTOBER 25, 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 7:01 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; David Jelonek CPA, partner with GW & Associates, P.C.; Estelle Markham of Reliance Insurance; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from September 27, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of September 30, 2023 in the amount of \$4,289,098.40
- C. Ratify Paid Disbursements since September 27, 2023 in the amount of \$572,193.17
- D. Approval of Bills for Payment for September, 2023 in the amount of \$399,608.68
- E. Approval of transfer from Savings to Checking in the amount of \$620,000

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

Director Todd reported that he has been working with Attorney Bob Smith who prepared the Resolution to be voted on at this meeting.

V. COMMUNICATIONS

Director Todd discussed an article from Jamie La Rue's blog, and an article regarding Banned Books week.

VI. PRESIDENT'S REPORT

Trustee Moser inquired about trustee participation in Library programs and events.

Director Todd commented on the State of Illinois "Library presents" statewide program which allows access to viewing of prerecorded programs.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including successful installation of new electrical panel, punchlist items on the boiler installation; initiative to ensure that all MacArthur Middle School students have a Library card and associated training on card usage; personnel changes; proposed pathway extension to Eisenhower School; status of recent Library bomb threats; pumpkin decorating event on October 16, attracting over 400 children, accompanying adults and 170 willing pumpkins; upcoming in-person Illinois Library Association Legislative Breakfast on December 5; upcoming holiday Library hours; and Library staff attendance at the Illinois Library Association's annual conference in October in Springfield.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee met on October 2 and have been working with Attorney Bob Smith.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

Trustee Kerr reported that the Committee is scheduled to meet on November 15.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Annual Financial Report for the FY Ending June 30, 2023 – David Jelonek **(ACTION)**

Mr. Jelonek presented a detailed Annual Financial Report prepared by his firm upon completion of their audit, which issues a clean opinion. He complimented the Library staff who assisted with the financial audit, as well as Lauterbach & Annen, LLP, the Library's accounting firm. Mr. Jelonek left the meeting at 7:27 P.M.

Trustee Moser moved, seconded by Trustee Patel, to approve the Annual Financial Report for the FY Ending June 30, 2023, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Resolution No. 23-10-A Resolution Determining Amount of Money Estimated to be Necessary to Be Raised by Taxation for 2023/2024 Fiscal Year **(ACTION)**

Trustee Moser moved, seconded by Trustee Lahey, to approve Resolution No. 23-10-A Resolution Determining Amount of Money Estimated to be Necessary to Be Raised by Taxation for 2023/2024 Fiscal Year, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Library Insurance – Estelle Markham

Ms. Markham, who has been assisting libraries with their insurance needs for 14 years, described the extensive categories of insurance which the Library currently has. Ms. Markham left the meeting at 7:19 P.M.

D. 2024 Meeting Dates Preview

Director Todd presented the proposed 2024 board meeting dates for review by the trustees.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:58 P.M.

Respectfully submitted,

Janet Jordan, Secretary

ATTEST:

Bill Moser, President