

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD OCTOBER 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 Jordan, Kerr, Lahey, Moser and Peterson.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; Darrell Barber and Karolina Ryt of GW & Associates, PC, Certified Public Accountants; and Recording Secretary, Claudine Kastner.

Absent: Trustees Bochula and Patel.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from September 28, 2022 regular Board meeting.
- B. Approval of the Combined Statement of Assets as of September 30, 2022 in the amount of \$3,289,611.12.
- C. Ratify Paid Disbursements since September 30, 2022 in the amount of \$291,945.94.
- D. Approve Bills for Payment for October, 2022 in the amount of \$126,515.64.
- E. Approval of Transfer from Savings to Checking in the amount of \$320,000.00.

Trustee Moser moved, seconded by Trustee Jordan to approve the consent agenda, as amended.

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

Director Todd reported that he is working with Attorney Bob Smith to review the Contract which will facilitate the proposed offering of State of Illinois Secretary of State license plate sticker renewal processing at the Library as a service to patrons.

V. COMMUNICATIONS

None.

VI. PRESIDENT'S REPORT

Trustee Moser reported on the upcoming Library trustee elections. He also commented on the Truth in Taxation meeting scheduled for November 30, 2022 at 6:45 P.M.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various buildings and ground issues including winterizing of the grounds, personnel changes; Library staff in-service session; City of Prospect Heights community event on October 14; Illinois Library Association (ILA) conference – the first in-person since 2019; upcoming Park District referendum community information sessions; the launching of new library service called “On the List” where patrons can request notification when a selected author’s new release books becomes available; and Venezuelan refugees being relocated to the area from Texas.

Trustee Jordan commented on her experience with students at the school where she teaches, who are refugees from Ukraine, Russia and Turkey.

Trustee Lahey reported that at the recent ILA conference, the issue of hiring an outside individual to perform the duties of the Board Trustee was discussed as an option open to Illinois library boards. At one session, guidelines for trustees were also discussed regarding the proper protocol for interactions between library trustees and library staff.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee met on October 11 to discuss the annual levy and other related issues.

B. Building & Grounds – Tim Bochula

The Committee met on October 17 to discuss results of the Capital Study, including 3 windows which leak in extreme rain and wind conditions, and the possibility of installing electric car charging stations in the auxiliary parking lot, which was wired for that contingency when the parking lot was under construction.

C. Personnel – Marianne Kerr

The Committee met on October 25 and discussed the By-Laws and meeting room policy.

D. RAILS – Alex Todd

Director Todd reported on the retirement celebration for ILA Executive Director Dee Brennan held at the ILA annual conference.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Annual Financial Report for the FY Ending June 30, 2022 (ACTION).

Ms. Ryt and Mr. Barber reported on results of the annual on-site financial audit, on which the Library received a clean and favorable opinion. Mr. Barber and Ms. Ryt left the meeting at 7:20 P.M.

Trustee Moser moved, seconded by Trustee Jordan, to approve the Annual Financial Report for the FY Ending June 30, 2022, as presented.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

B. Resolution No. 22-10-A Resolution Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for 2022/2023 Fiscal Year (ACTION).

Trustee Moser moved, seconded by Trustee Lahey, to adopt Resolution No. 22-10-A Resolution Determining Amount of Money Estimated to be Necessary to Be Raised by Taxation for 2022/2023 Fiscal Year, as presented.

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

Nays: None.

Absent: Trustees Bochula and Patel.

Abstain: None.

C. Library Insurance – Estelle Markham

Director Todd reported that the Library's insurance broker will be attending a future board meeting to introduce herself to the trustees.

D. 2023 Meeting Dates Preview

Director Todd presented the proposed dates for the 2023 regular board meetings.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, I declare the meeting adjourned at 8:07 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President