

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD APRIL 24, 2024  
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.

Absent: Trustee Peterson.

Also physically present: Executive Director, Alex Todd; Tina Moser; Ellen Avery; and Recording Secretary, Claudine Kastner.

**II. DECENNIAL COMMITTEE MEETING #3**

The meeting was called to order at 7:01 P.M.

A. Roll Call

Committee Members Physically Present: Library Trustees Bochula, Jordan, Kerr, Lahey, Moser and Patel; Public Members Tina Moser and Ellen Avery; and Executive Director Alex Todd.

Committee Members Absent: Library Trustee Peterson.

Also Physically Present: Recording Secretary, Claudine Kastner.

B. Prospect Heights Public Library District Report for Compliance with Decennial Committees on Local Government Efficiency Act (**ACTION**)

Trustee Moser moved, seconded by Trustee Patel, to accept the Committee's Report, as presented.

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey, Moser and Patel; Public Members Moser and Avery; and Executive Director Todd.

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

C. Other Business

Trustee Moser thanked the members for their efforts while serving on the Decennial Committee.

D. Adjournment.

The meeting was adjourned at 7:03 P.M.

Ms. Moser and Ms. Avery left the meeting at 7:04 P.M.

**I. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from March 27, 2024 regular Board meeting
- B. Approval of the Combined Statement of Assets as of March 31, 2024 in the amount of \$6,601,283.53
- B. Ratify Paid Disbursements since March 27 2024 in the amount of \$272,487.03
- D. Approval of Bills for Payment for April, 2024 in the amount of \$117,492.24
- E. Approval of transfer from Savings to Checking in the amount of \$110,000.00

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

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

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

**II. PUBLIC COMMENTS**

None.

**III. ATTORNEY'S REPORT**

No report.

**IV. COMMUNICATIONS**

Director Todd shared a letter from School District 23 Assistant Superintendent Craig Curtis showing appreciation for the Library's efforts in coordinating a walking field trip to the Library, where students are issued Library cards and are encouraged to utilize the Library's extensive services, hands-on projects, Summer Reading and other youth programs.

## **V. PRESIDENT'S REPORT**

Trustee Moser commented that six of the Trustees are scheduled to attend the LACONI Trustee banquet. He again encouraged the Trustees to utilize all of the Library's vast and varied resource materials and programs.

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

Director Todd reported on various Library issues including repair on the interior spaces from the water damage; 300 people gathering on the lawn at the Library on April 8 to safely watch the solar eclipse using eclipse glasses; his attendance at and highlights from the Public Library Association (PLA) Conference; the upcoming LACONI Trustee Banquet on May 3; Reaching Forward program to be held on May 10, which 20 PHPL employees are scheduled to attend; the Library's Head of Communications, Freedom Nguyen's, being recognized with a prestigious award at the Digital Marketing, Media and Advertising Conference (DigiMarCon Midwest) to be held May 22 – 23 at Soldier's Field; and the Prospect Heights Block Party on June 22.

## **VII. COMMITTEE REPORTS**

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

No report.

### **B. Building & Grounds – Tim Bochula**

The Committee met on April 1.

### **C. Personnel – Marianne Kerr**

The Committee met on April 24 and will likely meet again in May.

### **D. RAILS – Alex Todd**

No report.

## **VIII. OLD BUSINESS**

Trustees Jordan and Kerr shared encounters they had with local residents relaying compliments about the Library.

## **IX. EXECUTIVE SESSION – 5 ILCS 120/2(c)(1)**

The board recessed the regular Board meeting at 7:32 P.M. pursuant to 5 ILCS 120/2(c)(1).

Trustee Moser moved, seconded by Trustee Kerr to go into Executive Session at 7:32 P.M.

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

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

The regular Board meeting resumed at 7:56 P.M. with a roll call.

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

Absent: Trustee Peterson.

Also physically present: Executive Director, Alex Todd.

## **X. NEW BUSINESS**

### **A. Annual Review of the Executive Director – (ACTION)**

Trustee Moser moved, seconded by Trustee Bochula that the compensation for Director Todd for fiscal year 2023/2025 shall be \$139,000.

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

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

## **XI. OTHER**

None.

## **XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:03 P.M.

Respectfully submitted,

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Janet Jordan, Secretary

ATTEST:

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Bill Moser, President