

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD OCTOBER 30, 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, Patel and Peterson.

Absent: None.

Also physically present: Executive Director, Alex Todd; Karolina Ryt and Matthew Van of G W & Associates; and Recording Secretary, Claudine Kastner.

Present via Zoom: Amanda Sanderfer of Fast Forward Libraries LLC.

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from September 25, 2024 regular Board meeting
- B. Approve the Combined Statement of Assets as of September 30, 2024 in the amount of \$7,143,572.06
- C. Ratify Paid Disbursements since September 25, 2024 in the amount of \$299,963.35
- D. Approve Bills for Payment for September, 2024 in the amount of \$127,508.32
- E. Approve Transfer from Savings to Checking in the amount of \$260,000.00

Trustee Moser moved, seconded by Trustee Kerr 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 on sharing with the new attorney the Library policies scheduled to be voted on at the November board meeting.

V. COMMUNICATIONS

Director Todd and the Board discussed a recent Washington Post article citing a Department of Data survey entitled "Who Uses Public Libraries the Most? There's a Divide by Religion and Politics" which Amanda Sanderfer had shared with Director Todd.

VI. PRESIDENT'S REPORT

Trustee Moser reported that the first day to submit nomination papers is November 12. Trustees Bochula and Jordan are up for re-election.

Trustee Moser reminded the Trustees that they are invited to the annual North Suburban Legislative Breakfast scheduled for December 4.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including personnel changes, routine seasonal maintenance to the building; the hosting of School Open Houses; the results of September's Library Sign-Up Month; status of the 2025 Per Capita Grant application; promotion of the "Grab & Go Bundles for Family Reading Nights" which provide customized reading opportunities; a staff in-service morning on November 8; and early closure of the Library on November 27 at 6 P.M.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

The Committee is scheduled to meet on November 4.

D. RAILS – Alex Todd

Director Todd reported that RAILS Director Monica Harris was named the 2024 Crystal Honor Award recipient by the Association of Illinois School Library Educators.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Annual Financial Report for the FY Ending June 30, 2024 – David Jelonek (ACTION)

Ms. Ryt presented a detailed Annual Financial Report prepared by her firm upon completion of their audit, which issues a clean opinion. She complimented the Library staff who assisted with the financial audit. Ms. Ryt and Mr. Van left the meeting at 7:15 P.M.

Trustee Moser moved, seconded by Trustee Bochula, to approve the Annual Financial Report for the FY ending June 30, 2024, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Strategic Plan – Amanda Sanderfer (ACTION)

Ms. Sanderfer outlined the framework of the 2025-2030 Strategic Plan for the Library, including timelines and goals to be achieved. Ms. Sanderfer left the meeting at 7:35 P.M.

Trustee Moser moved, seconded by Trustee Bochula, to approve the Strategic Plan, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Resolution No. 24-10-A Resolution Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for 2024/2025 Fiscal Year (ACTION)

Trustee Moser moved, seconded by Trustee Bochula, to approve Resolution No. 24-10-A Resolution Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for 2024/2025 Fiscal Year.

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey, Moser, Patel and Peterson.
Nays: None.
Absent: None.
Abstain: None.

D. Ordinance No. 24-10-1 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 Bochula, to approve Ordinance No. 24-10-1 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.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:14 P.M.

Janet Jordan, Secretary

ATTEST:

Bill Moser, President