

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JULY 31, 2024
MEETING ROOMS A & 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 7:08 P.M.

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

Absent: Trustee Bochula

Also Physically Present: Executive Director Alex Todd

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from June 26, 2024
- B. Approval of the Combined Statement of Assets as of June 30, 2024 in the amount of \$6,014,533.23.
- C. Approval of the list of disbursements for June 30, 2024 in the amount of \$19,390.04
- D. Approval of the list of disbursements for July 31, 2024 in the amount of \$260,527.01
- E. Approval of Bills for Payment dated July 31, 2024 in the amount of \$19,390.04
- F. Approval of Bills for Payment for July 2024 in the amount of \$99,630.44
- G. Approval of transfer from Savings to Checking in the amount of \$240,000.00

Trustee Moser pointed out that the Consent Agenda included a list of disbursements and Bills for Payment for June 30th which will capture invoices received in July for goods and services received in the previous fiscal year.

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

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

Nays: None.

Absent: Trustee Bochula

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd distributed a memo outlining changes in the candidate schedule for the 2025 Consolidated Election that result from a recent change in the State's election law.

V. COMMUNICATIONS

Director Todd shared an article from The New Yorker on how political polarization is impacting the Imaginelf Public Library in Montana.

VI. PRESIDENT'S REPORT

Trustee Moser reminded the Board about the public hearing scheduled ahead of August's Board Meeting.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including the hire of a new Circulation Clerk; an August 12 ribbon cutting ceremony for the StoryWalk path between Eisenhower School and the Library; the installation of framed aerial photographs of Prospect Heights from the 1950s and 1960s in the Meeting Room; the receipt of a request for title consideration form; an update on the 2024 Audit; final participation numbers from Summer Reading; switching credit card providers; and Wheeling's upcoming annual TIF meeting.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Ordinance No 24-7-1, Transfer of Funds to the Special Reserve Fund (ACTION)

Trustee Lahey reviewed how the Budget Committee determined the transfer amount.

Trustee Moser moved, seconded by Trustee Lahey to approve Ordinance 24-7-1 in the amount of \$800,000.00.

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

Nays: None.

Absent: Trustee Bochula

Abstain: None.

B. Ordinance No. 24-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024/25.

The Board reviewed the draft Ordinance.

C. End of Year Fiscal Report

The Board discussed Director Todd's memo outlining the Library's financial standing as of June 30, 2024. The Library retains a very strong financial base to continue funding services and maintaining the physical plant.

D. Board Education – Financial Forecast

Director Todd gave a presentation forecasting the Library's financial situation. The Library should have sufficient revenues to fund operations into the 2040s and then be able to use existing reserves to operate into the mid-2060s. The Library will need to continue making transfers to the Special Reserve Fund throughout the 2030s. These transfers will enable the Library to fund both anticipated and unexpected capital projects.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:10 P.M.

Janet Jordan, Secretary

ATTEST:

Bill Moser, President