

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MAY 29, 2024
THE LAB 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, Patel and Peterson.

Absent: Trustee Bochula.

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

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from April 24, 2024 regular Board meeting
- B. Approve the Combined Statement of Assets as of April 30, 2024 in the amount of \$6,389,184.78
- C. Ratify Paid Disbursements since April 24, 2024 in the amount of \$331,342.44
- D. Approve Bills for Payment for May, 2024 in the amount of \$102,006.77
- E. Approve Transfer from Savings to Checking in the amount of \$230,000.00
- F. Approve the April 24, 2024 Closed Session Minutes

Trustee Moser moved, seconded by Trustee Patel 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 reported that Attorney Smith will likely attend the June board meeting. A search for his replacement is underway.

V. COMMUNICATIONS

None.

VI. PRESIDENT'S REPORT

No report.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including repairs on the interior spaces from the water damage; completion of the walking path between the Library and Eisenhower School; status of The StoryWalk installation; status of upcoming window and carpet cleaning; notification of final distribution of the bequest to the Library from the Joan S. Lutz Living Trust; the processing of 157 income tax returns for low-income patrons by means of the VITA volunteer tax preparation program; the hosting of 45 District 23 K-8 classes to acquaint the students with the Library, its services and Summer Reading Program, and to allow all students, armed with their own Library card, to leave the Library with materials they had checked out; progress on the Library's Diversity, Equity and Inclusion (DEI) initiatives, including book discussions, hosting of a "Human Library" in order to allow for one-on-one conversations promoting the sharing of one's personal story, and a staff visit to the Illinois Holocaust Museum; an appreciation luncheon for Library volunteers; and the Prospect Heights Block Party scheduled for June 22.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee is scheduled to meet on June 19 to review a draft of the Budget and Appropriation.

B. Building & Grounds – Tim Bochula

The Committee met on May 23 to discuss the proposal for replacement computers to be voted on at this meeting.

C. Personnel – Marianne Kerr

The Committee met on May 28 to review the three policies to be voted on at this meeting.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

- A. Review Proposal from Computer View, Inc. to replace the Library's computers for \$102,357.90 (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve the proposal from Computer View, Inc. as presented.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

- B. Review Updated Internet Usage Policy (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the updated Internet Usage Policy, as presented.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

- C. Review Updated Social Media Policy (ACTION)

Trustee Moser moved, seconded by Trustee Patel to approve the updated Social Media Policy, as presented.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

D. Review Updated Wi-Fi Usage Agreement (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve the updated Wi-Fi Usage Agreement, as presented.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

E. FY 24-25 Meeting Dates and Holiday Closings

Director Todd reviewed the proposed FY 24-25 board meeting dates and holiday closings.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:32.

Janet Jordan, Secretary

ATTEST:

Bill Moser, President