

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD AUGUST 27, 2025  
MEETING ROOM A OF PROSPECT HEIGHTS PUBLIC LIBRARY,  
12 ELM STREET, PROSPECT HEIGHTS, ILLINOIS

The public hearing on the proposed 2025-26 Budget and Appropriation Ordinance was opened at 7:01 P.M.

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

Absent: None.

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

There being no public comments, the hearing was closed at 7:02 P.M.

**I. CALL TO ORDER/ROLL CALL**

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:03 P.M.

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

Absent: None.

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

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from July 30, 2025 Board meeting
- B. Approval of the Combined Statement of Assets as of July 31, 2025, in the amount of \$7,205,681.40
- C. Ratify Paid Disbursements since July 30, 2025 in the amount of \$297,311.40
- D. Approval of Bills for Payment for August, 2025 in the amount of \$123,654.90
- E. Approval of Transfer from Savings to Checking in the amount of \$360,000.00

Trustee Kerr moved, seconded by Trustee Moser, 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. COMMUNICATIONS**

None.

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

Trustee Kerr reminded the Trustees about the Illinois Library Association annual Trustee Day event on October 16.

Trustees Kerr and Moser volunteered to review the tapes of the closed session meetings.

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

Director Todd reported on various Library happenings including personnel changes; completion of the parking lot sealing and striping; success of the Summer Reading Program, with over 1,000 people participating at different age levels; the expansion of Library hours beginning on September 2 to open at 9 A.M. instead of 10 A.M. on Monday through Saturday; the resumption of Library hours on Sundays beginning September 7; completion of the requisite annual independent financial audit conducted by GW & Associates, with a Final Report to follow in the coming months; expansion of members of the Cooperative Computer Services (CCS) to 32 libraries, and possible future improvements to CCS's online catalog search tools; Staff in-service session the morning of August 22, including team-building exercises, staff training on Automated External Defibrillator (AED) provided onsite by Prospect Heights Fire Department personnel, and the conducting of a fire drill; progress on the Library's Strategic Plan, including outreach to other local libraries and park districts to host joint events, and the Library being approached by local civic organizations to forge community partnerships; the Library's hosting of a document shredding event on September 6; and receipt of the 2025 Per Capita Grant in the amount of \$22,189.90, which will help fund the Library's Diversity, Equity and Inclusion (DEI) initiatives and also pay for public programs.

### **VII. COMMITTEE REPORTS**

#### **A. Budget & Finance – Sandhya Patel**

No report.

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

No report.

C. Personnel & Policy – Peggy Lahey

No report.

**VIII. OLD BUSINESS**

Trustees Kerr and Moser completed the requisite annual secretary's audit of the minutes of the Board meetings for the IPLAR Annual Report.

**IX. NEW BUSINESS**

A. Ordinance No. 25-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025/2026 (ACTION)

Trustee Kerr moved, seconded by Trustee Patel, to approve Ordinance No. 25-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025/2026, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. iLead – Leanne Furby, PhD

Director Todd introduced Dr. Furby, who joined the meeting via Zoom at 7:16 P.M. Dr. Furby described her project entitled "iLead Trustee," an online learning portal which provides a wide range of valuable training information, forums and other resources for library trustees.

Dr. Furby left the meeting at 7:57 P.M.

C. 2025 IPLAR

Director Todd described the process of the requisite Illinois Public Library Annual Report.

D. 2026 Per Capita Grant

Director Todd described the procedures to be followed to apply for the annual Per Capita Grant, some of which has changed from prior years.

**X. OTHER**

A. Director Todd informed the Trustees that the Library staff's health insurance provider, Wellness Insurance Network (WIN), which serves a consortium of libraries, has advised that effective January 1, 2026, the cost of employee health insurance premiums will increase by 18.5%. He will work with the Personnel & Policy Committee to explore options as to how the impact on staff might be minimized.

B. Director Todd informed the Trustees that a former Library employee has filed a complaint with the Illinois Department of Human Rights.

C. Director Todd informed the Trustees that conversations with the Indian Trails Public Library Executive Director have identified potential benefits in a prospective/potential merger between their Library and the Prospect Heights Library.

## **XI. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:47 P.M.

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Janet Jordan, Secretary

ATTEST:

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Marianne Kerr, President