

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD DECEMBER 17, 2025
MEETING ROOM A OF PROSPECT HEIGHTS PUBLIC LIBRARY,
12 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 7:01 P.M.

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

Absent: .Trustee Peterson

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

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from November 19, 2025 Board meeting
- B. Approve the Combined Statement of Assets as of November 30, 2025, in the amount of \$6,064,349.56
- C. Ratify Paid Disbursements since November 19, 2025 in the amount of \$332,179.50
- D. Approve Bills for Payment for December, 2025 in the amount of \$154,430.43
- E. Approve Transfer from Savings to Checking in the amount of \$320,000.00

Trustee Kerr moved, seconded by Trustee Moser, to approve the Consent Agenda, as presented.

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

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. COMMUNICATIONS

Director Todd shared a handwritten letter received from a patron, celebrating the fact that she met her husband 40 years ago at a PHPL class.

The Library also received a thank you note from a patron outlining many of the Adult Programs that she very much enjoys attending at PHPL.

V. PRESIDENT'S REPORT

Trustee Kerr encouraged the Trustees to sign up for the Winter Reading program which runs from January 6 through February 14.

VI. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including personnel changes; snow removal issues; Staff Service Awards for personnel reaching 5 year anniversaries (totaling 295 years of service!); Trustee and staff attendance at the North Suburban Legislative Meetup on December 2; progress on the Strategic Plan including staff meeting with representatives of Product Architecture & Design regarding a possible refresh of some aspects of exterior and interior Library areas, collection of 10 boxes for the Wheeling food pantry to-date 33 people having signed up for training for the Volunteer Income Tax Assistance (VITA) Program (vs. 18 last year); the Winter Reading Program; and Library hours for the upcoming yearend holidays.

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

None.

IX. NEW BUSINESS

A. 2026 Per Capita Grant

Director Todd reported on detailed requirements, features and deadline date for the 2026 Per Capita Grant.

X. OTHER

Trustee Jordan mentioned that she is very much looking forward to the Library hosting the “Human Library – unjudge someone” event again in 2026, in which patrons can interact one-on-one, in a safe space, with an individual to discuss a variety of topics, perspectives and challenges that individuals face. These honest 30 minute conversations challenge stigma and stereotypes and celebrate differences. The program is part of an international initiative.

XI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:39 P.M.

Janet Jordan, Secretary

ATTEST:

Marianne Kerr, President