

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD FEBRUARY 25, 2026  
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, Kerr, Lahey, Moser and Peterson.

Absent: Trustees Jordan and Patel.

Also physically present: Executive Director, Alex Todd; Head of Adult Services, Kim Murphy; Head of Technical & Automation Services, Nora Mastny; Head of the Circulation Department, Ann Marie Thomas, accompanied by staff member Gregory Alexander; and Recording Secretary, Claudine Kastner.

**II. CONSENT AGENDA (ACTION)**

- A. Approve Minutes from January 28, 2026 Board meeting
- B. Approve the Combined Statement of Assets as of December 31, 2025, in the amount of \$7,483,091.58
- C. Ratify Paid Disbursements since January 28, 2026 in the amount of \$258,832.72
- D. Approve Bills for Payment for February, 2026 in the amount of \$90,354.45
- E. Approve Transfer from Savings to Checking in the amount of \$330,000.00

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

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

Nays: None.

Absent: Trustees Jordan and Patel.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

#### **IV. COMMUNICATIONS**

Director Todd shared a letter from the not-for-profit organization, WINGS (Women In Need Growing Stronger) showing appreciation for the 30 family-friendly kits prepared by the Library's teen initiatives.

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

Trustee Kerr reminded the Trustees about the Winter Reading Program and encouraged them to attend the Young Artists Reception on March 9 and the upcoming Human Library event on Thursday, April 9 from 2 P.M. to 8 P.M.

Trustees Kerr and Moser will conduct the requisite annual review of closed session meeting minutes

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

Director Todd reported on various Library happenings including mailing of the Library's first "Annual Report" card to residents, providing a colorful snapshot of the Library's accomplishments (intended to be continued to be produced annually); status of real estate property tax disbursements to-date; annual Young Artists Reception on March 9; Winter Reading Program stats, including sign-up by 192 youth, 17 teens and 147 adults progress on the Library's Strategic Plan, including a staff in-service morning on February 13; and the annual Trustee Banquet on April 17 in Oak Park.

#### **VII. COMMITTEE REPORTS**

A. Budget & Finance – Sandhya Patel

No report.

B. Building & Grounds – Tim Bochula

The Committee has reviewed the details of the Library's Refresh initiative, including expansion of the popular Lab/Maker's Space, also improved lighting to make the building more visible from Camp MacDonald Road, since the Library is setback so far from the street.

C. Personnel & Policy – Peggy Lahey

The Committee is scheduled to meet on March 1.

#### **VIII. OLD BUSINESS**

None.

## **IX. NEW BUSINESS**

### **A. Department Update – Adult Services**

Ms. Murphy gave a visual presentation featuring each member of her staff and their respective duties. The broad responsibilities of the Department include coordinating the Volunteer Income Tax Assistance program, working with the DMV to process license plate renewals; processing applications for new Passports; scheduling all adult educational and entertainment programs – patron registration, room set-up, interfacing with the speakers and advertising future programs via several communication channels; performing outreach to the local Park District; planning and conducting adult book club sessions including ordering of materials; managing and scheduling the high-volume of Maker Space appointments and overseeing proper use of the Lab equipment; performing library outreach to homebound individuals in local nursing facilities and similar, including book delivery and providing reading sessions to seniors; maintenance and promotion of World Language materials including an international film collection; compilation of “Borrow Boxes” full of treasures of library materials on a particular theme; managing the wide-range of duties required to facilitate the Summer and Winter Reading programs; facilitating the annual “Human Library” endeavor, aimed at bringing people into conversation with individuals of different backgrounds and life experiences, with the goal of broader tolerance and understanding of our diverse neighbors; ordering of adult materials of all forms, physical, digital and electronic; maintaining the technical resources of the Department; the computers and copies used by patrons; management of the Library’s online security; processing requests for Inter-Library Loans among local libraries; and tracking international chat on the Library’s website to assess the level of the Library’s outreach initiatives.

Currently being researched by the Department staff for the future are possible blood drives, expansion of volunteer ESL programs to assist non-native English speakers to improve their English language skills, and the possible purchase of a library vehicle to bring library materials to various off-site locations.

### **B. Department Update – Technical & Automation Services**

Ms. Mastny described in detail the numerous functions performed by the Department, including maintenance of teen and youth book bags, films, video games and miscellaneous items, re-labeling and re-organization of the World Languages collection, addition of the Seed Library, transition to a new office supplies vendor, computer replacement project, internet supplier Contract and use of a new e-mail provider. She also noted new software to aid in the Department’s adherence to budgetary benchmarks.

### **C. Department Update – Circulation Services**

Circulation staff member Mr. Alexander, who is also a music historian and radio DJ, highlighted some of the many functions performed by staff in the Department, including being the first staff member to interact with patrons entering the Library, cross-training in other departments, etc. He also stressed the importance of maintaining Library procedures and standards and adjusting to scheduling needs such as when special programs and events are happening in the Library on a particular day.

**X. OTHER**

None.

**XI. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:24 P.M.

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Janet Jordan, Secretary

ATTEST:

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Marianne Kerr, President