

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD FEBRUARY 26, 2025
MEETING ROOM B 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 7:02 P.M.

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

Absent: Trustees Patel and Peterson.

Also physically present: Executive Director, Alex Todd; Head of Administration Services, Bridget Kaempfer; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from January 29, 2025 regular Board meeting
- B. Approve the Combined Statement of Assets as of January 31, 2025, in the amount of \$6,293,798.53
- C. Ratify Paid Disbursements since January 29, 2025 in the amount of \$274,182.67
- D. Approve Bills for Payment for February, 2025 in the amount of \$102,839.13
- E. Approve Transfer from Savings to Checking in the amount of \$230,000.00

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

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

Nays: None.

Absent: Trustees Patel and Peterson.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd conferred with the Library's attorney regarding the requisite annual tax exempt affidavit processing and the upcoming policy reviews.

V. COMMUNICATIONS

Director Todd reported on incidents of telephone calls of a fraudulent nature, demanding payment for services never contracted by the Library.

VI. PRESIDENT'S REPORT

Trustee Moser encouraged all Trustees to attend the Young Artist Reception the evening of March 10 and the LACONI Trustee banquet on May 30.

Trustees Moser and Kerr will perform the requisite annual review of the recordings of all existing Closed Session Meeting Minutes.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including an issue with the staff entry door key fob; personnel changes; select staff training on "Person In Charge," including touring the building to identify the location of fire alarms, fire extinguishers and tornado shelters, reviewing emergency preparedness procedures, emergency phone call lists, etc.; completion of Personal Computer (PC) updates throughout the Library; Young Artist's Reception to be held the evening of March 10, expected to draw approximately 700 people to the Library; progress on the City's Elm Street Flood Mitigation Project, work scheduled to be completed this spring, at times expected to affect the Library's entrance area, but which should result in no extensive delays in patron access to the building; the annual Volunteer Income Tax Assistance (VITA) program sponsored by the Library, enabling low income patrons to free income tax return preparation by qualified individuals; the drive to encourage patrons to utilize the Library's Consumers Checkbook online database, which provides valuable information regarding researching local contractors, plumbers, dentists, mechanics, tradesmen, etc., and ratings on certain companies; and the upcoming Library Administrators Council of Northern Illinois (LACONI) Trustee Banquet on Friday, May 30.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Ker

The Committee will likely meet in March and April.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Department Update - YSD

Ms. Katie O'Brian, Head of Youth Services, was unable to attend the meeting. Her presentation will be rescheduled for the March board meeting.

B. Department Update - Admin

Ms. Kaempfer gave a presentation highlighting the scope of the Department's responsibilities, including Accounting and Treasury, bill payment, management of the Library's credit card accounts, Human Resources, employee recruitment, payroll administration, employee orientation and training, insurance administration, audit preparation, postage machine, income tax forms, Workman's Compensation, overseeing election compliance, records retention/disposal procedures, overseeing Employee Retirement Plans, Employee Flexible Spending Accounts, preparation of documentation for hiring temporary contractors, and the creation and updating of a reference Glossary of Library terms and acronyms.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:49 P.M.

Janet Jordan, Secretary

ATTEST:

Bill Moser, President