

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JANUARY 29, 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 7:01 P.M.

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

Absent: Trustees Bochula and Lahey.

Also physically present: Executive Director, Alex Todd; Ann Thomas, Head of Circulation; Nora Mastny, Head of Technical and Automation Services; Nancy Filatre, Circulation Department; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from December 18, 2024 regular Board meeting
- B. Approve the Combined Statement of Assets as of December 31, 2024 in the amount of \$8,668,515.05
- C. Ratify Paid Disbursements since December 18, 2024 in the amount of \$349,411.42
- D. Approve Bills for Payment for January, 2025 in the amount of \$123,361.17
- E. Approve Transfer from Savings to Checking in the amount of \$140,000.00

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

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

Nays: None.

Absent: Trustees Bochula and Lahey.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd advised the Board that he was contacted by a police officer in Florida regarding one of the Library's patrons in possession of several electronic devices which appeared to be the property of PHPL. Director Todd conferred with a representative from the Library's attorney's office to confirm the proper protocol in this situation.

V. COMMUNICATIONS

The Library received a thank you letter from the Wheeling Township for its contribution of food items to the Food Pantry under the "Cans for a Cause" donation program.

VI. PRESIDENT'S REPORT

Trustee Moser again reminded the trustees to schedule an appointment early in the year for any projects they may want to create in the Library's popular Maker Space/Lab.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including personnel changes, resolution of a water leak in the Library's mechanical room; bi-annual inspection of the boilers; statistics of participants in the Winter Reading Program – Sweet Reads; timely submission of the 2025 Per Capita Grant application; and a First Amendment Audit having been filmed in the Library, resulting in the addition of certain documents to be posted for public viewing in the Library's vestibule.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

The Committee met on January 13 to discuss proposed electric vehicle charging stations to be voted on at this board meeting.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Review proposal from Heartland Charging Systems (ACTION)

Director Todd described the proposal which includes installation of two electric vehicle charging stations to accommodate up to 4 automobiles. He reviewed the expected cost, installation time frame, permitting process and how users of the stations would pay for utilizing the chargers.

Motion by Trustee Moser, seconded by Trustee Jordan, to approve the proposal from Heartland Charging Systems, not to exceed \$40,000, as presented.

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

Nays: None.

Absent: Trustees Bochula and Lahey.

Abstain: None.

B. Correcting the Library's Address

Director Todd reported that it came to light that the correct address of the Library is 12 Elm Street, not 12 N. Elm Street. All future correspondence and related documentation will reflect this change.

C. Department Update - Circulation

Ms. Thomas presented an impressive array of Circulation Department statistics, including 10 years of statistics on library cards issued, the fact that 92% of School District 23 students have library cards, etc. She described creative programs developed by Patron Services, including providing maps to other neighboring libraries, should their patrons so inquire.

Ms. Filatre exhibited samples of "comfort bags" for both adults and children, to be gifted to patrons checking out multiple items.

In the works for the Department is a comprehensive manual of the numerous training materials and forms used by the staff and ongoing Self-Directed Learning initiatives for staff members' career development.

Ms. Thomas and Ms. Filatre left the meeting at 7:42 P.M.

D. Department Update – Tech Services

Ms. Mastny's presentation focused on staffing changes and reconfiguration of the Department, and its interface with all Library departments. The Library's collection currently stands at 100,000 physical items and 100,000 digital items. Patrons' use of the Library's computers continues to grow, as does the need for faster internet speeds. Upgrades to databases contribute to efficiencies in the process of acquiring materials and the smoothness of procedures overall.

Ongoing initiatives include the computer replacement project, increased cyber security and new offerings to the Library's teen and youth patrons.

E. Mid-Fiscal Year Report

Director Todd presented a detailed report of the Library's mid-year fiscal statistics, both financial and material-usage wise, all of which confirm the Library to be on track and operating within the budget.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:26 P.M.

Janet Jordan, Secretary

ATTEST:

Bill Moser, President