

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JANUARY 28, 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 7:04 P.M.

Roll Call: Physically Present: Trustees Jordan, Kerr, Lahey, Moser, Patel and Peterson. Trustee Bochula joined the meeting at 7:42 P.M.

Absent: None.

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

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from December 17, 2025 Board meeting
- B. Approve the Combined Statement of Assets as of December 31, 2025, in the amount of \$7,310,683.76
- C. Ratify Paid Disbursements since December 17, 2025 in the amount of \$384,912.00
- D. Approve Bills for Payment for January, 2026 in the amount of \$120,036.90
- E. Approve Transfer from Savings to Checking in the amount of \$260,000.00

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

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. COMMUNICATIONS

Director Todd shared a letter the Library received from Wheeling Township for the food and household items donated to their Food Pantry.

Director Todd also shared a note praising the helpfulness and aptitude of a Library employee.

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.

VI. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including personnel update; successful completion of the requisite annual fire alarm inspection; Cook County's acceptance of the Library's filing of the annual Levy and Budget & Appropriation documentation; submission of the Library's annual Per Capita Grant application; electric vehicle charger usage data; progress on consolidation of the credit card companies with which the Library must interface for license plate renewal fees, vending machine purchases, etc.; Winter Reading Program "Read for the Stars" sign-ups by 161 youth and 126 adults; progress on the Library's Strategic Plan, including collection of 17 boxes of food for the Wheeling Food Pantry, distribution of 150 "Recipe for Reading" bags of goodies, expansion of the Volunteer Income Tax Assistance (VITA) program due to the Library's expanded hours and upcoming presentation to the staff of the progress of the Strategic Plan to-date and future goals; encouraging the trustees to participate in online classes provided by the Illinois Library Association (ILA); annual Young Artists Reception on March 9; a staff in-service morning on February 13; and the fact that members of the Library staff speak French, Hungarian, Italian, Korean, Malayalam, Polish, Spanish and Urdu!

VII. COMMITTEE REPORTS

A. Budget & Finance – Sandhya Patel

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel & Policy – Peggy Lahey

The Committee will be meeting in the near future.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

A. Department Update - Administration

Ms. Kaempfer gave the trustees a detailed presentation which covered the scope of the Department's reach, including Accounting and Human Resources; projects completed in 2025 including re-vamping the employees' health insurance options; implementation of staff training in the areas of first aid, emergency scenarios, DEI initiatives, etc.; extensive purge of old documents; and 2026 goals for the Department, including progress on the Strategic Plan, Review of the Personnel and Policy Manual and building a new Sharepoint site.

B. Department Update - Circulation

Presentation deferred to a future date.

C. Mid-Fiscal-Year Report

Director Todd reported on mid-fiscal-year financial statistics, all of which are in line with the Library's budget.

X. OTHER

None.

XI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:53 P.M.

Janet Jordan, Secretary

ATTEST:

Marianne Kerr, President