

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

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

Absent: Trustees Moser and Patel.

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

II. Swearing in of Trustees

Trustee Kerr swore in Trustees Bochula and Jordan to a six year term as Trustees of the Prospect Heights Public Library District.

III. Election of Officers

Trustee Jordan moved, seconded by Trustee Peterson, to elect Trustee Kerr as President.

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

Trustee Jordan moved, seconded by Trustee Lahey, to elect Trustee Moser as Vice President.

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

Trustee Kerr moved, seconded by Trustee Lahey, to elect Trustee Jordan as Secretary.

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

Trustee Lahey moved, seconded by Trustee Peterson, to elect Trustee Patel as Treasurer.

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

IV. Board Committee Memberships

The Budget & Finance Committee will consist of Trustees Patel and Jordan.

The Building & Grounds Committee will consist of Trustees Bochula and Moser.

The Personnel & Policy Committee will consist of Trustees Lahey and Peterson.

V. CONSENT AGENDA (ACTION)

A. Approve Minutes from April 30, 2025 Board meeting

B. Approve the Combined Statement of Assets as of April 30, 2025, in the amount of \$8,006,990.77

C. Ratify Paid Disbursements since April 30, 2025 in the amount of \$278,392.74

D. Approve Bills for Payment for May, 2025 in the amount of \$112,140.21

E. Approve Transfer from Savings to Checking in the amount of \$270,000.00

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

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

VI. PUBLIC COMMENTS

None.

VII. ATTORNEY'S REPORT

Director Todd reported that the Library's attorney, Julie Tappendorf, has been nominated for an Illinois Library Luminary Award.

VIII. COMMUNICATIONS

No report.

IX. PRESIDENT'S REPORT

Trustee Kerr commented on the upcoming Summer Reading Program.

X. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including completion of installation of the electric car chargers (still in progress are related account set-up, etc.); Craft Supply Swap which took place on April 26 attended by over 40 people; the kick-off of the Summer Reading Program "Level Up;" Video Game Tournaments scheduled to be held on June 12 and June 20 as part of the Library's Strategic Plan and Goals; Library closures on Sundays through August 31, reopening on Sunday, September 7; Prospect Heights Community Day on June 7; the Park District's annual Block Party on June 21; and the Library's participation in the July 4 Prospect Heights parade.

XI. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel & Policy – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

XII. OLD BUSINESS

None.

XIII. NEW BUSINESS

A. Closed Session Minutes from April 30, 2025 (ACTION)

Trustee Kerr moved, seconded by Trustee Lahey, to approve the minutes of the Closed Session Meeting held on April 30, 2025.

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

B. Review Updated Meeting Room Policy (ACTION)

Trustee Kerr moved, seconded by Trustee Peterson, to approve the Meeting Room Policy, as presented.

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

C. Proposal from Hutchinson Design Group for Masonry Design and Construction Supervision Services for \$13,060 (ACTION)

The Building and Grounds Committee members and Director Todd shared details of the needed masonry repairs to the building.

Trustee Bochula moved, seconded by Trustee Jordan, to approve the Proposal from Hutchinson Design Group for masonry design and construction supervision services in the amount of \$13,060, as presented.

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

Nays: None.

Absent: Trustees Moser and Patel.

Abstain: None.

D. Proposal from Associated Electric to Remove Broken Fixtures from the Clearstory and Install LED Lighting for \$16,750 (**ACTION**)

After discussion by the Board, it was determined that this project is not critical to the building, so no action was taken at this time.

E. 2025-2026 Board Meeting Dates and Holidays

Director Todd presented a list of proposed 2025-2026 dates and holidays to the Board.

XIV. OTHER

Trustee Jordan described her experience attending the “Human Library” event on May 8 and complimented Anjelica Rufus-Barnes, the PHPL Adult Services Librarian who coordinated the event.

XV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:55 P.M.

Janet Jordan, Secretary

ATTEST:

Marianne Kerr, President