

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JULY 30, 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; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from June 25, 2025 Board meeting
- B. Approval of the Combined Statement of Assets as of June 30, 2025, in the amount of \$9,493,342.69
- C. Approval of the List of Disbursements for June 30, 2025 in the amount of \$9,717.13
- D. Approval of the List of Disbursements for July 30, 2025 in the amount of \$269,277.96
- E. Approval of Bills for Payment dated July 31, 2025 in the amount of \$9,717.13
- F. Approval of Bills for Payment for July, 2025 in the amount of \$100,818.51
- G. Approval of Transfer from Savings to Checking in the amount of \$160,000.00

Trustee Kerr moved, seconded by Trustee Moser, 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. COMMUNICATIONS

Director Todd reported on a donation to the Library from the Prospect Heights Rotary Club in the amount of \$600 and on a letter of thanks from the Prospect Heights Park District.

V. PRESIDENT'S REPORT

Trustee Kerr reminded the Trustees that there will be a Public Hearing before the August Board meeting regarding the annual Budget and Appropriation Ordinance. She informed the Trustees that updated photos of the Trustees will also be taken prior to the August Board meeting.

Trustees Kerr and Moser will complete the requisite annual audit of the minutes of the Board meetings.

VI. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including the Library's participation in the Prospect Heights July 4th parade held on July 5; completion of the sealing and striping of the parking lots, also adding notations for the new electric vehicle charging (EVC) stations; completion of the EVC project, with the submission of rebate forms to the appropriate party; environmental statistics related to the EVC's use; record-setting participating in the Summer Reading Program by 317 adults and 655 youth and teens; the permanent closure of St. Alphonsus Ligouri School and its impact on the Library in terms of the frequent visits of Library personnel to the school to read and promote Library programs and, conversely, the school's field trips to the Library, and the school's significant contribution of student artwork displayed during the Library's annual Youth Art Month event; progress on the Library's Strategic Plan, including the proposed use of outdoor "Hold Lockers" to allow Library patrons to pick-up reserved Library materials before, during or after Library hours, review of patron usage of items within the Library's "Library of Things," investigating standardizing credit card usage for the vending machines, patron copier, license plate renewal, etc.; Director Todd's completion of requisite annual FOIA and OMA training; his planned attendance at Director's University on August 4 – 6 in Bloomington, Illinois; and the expansion of Library hours beginning on September 2 to open at 9 A.M. instead of 10 A.M. on Monday through Saturday.

VII. COMMITTEE REPORTS

A. Budget & Finance – Sandhya Patel

Trustee Jordan reported that the Committee met to review the 2025/2026 Budget and the monetary transfer to the Library Special Fund.

B. Building & Grounds – Tim Bochula

Trustee Bochula reported that the Committee met to discuss details of the masonry work, the trimming of vines impeding thereon and sealing of the building's exterior.

C. Personnel & Policy – Peggy Lahey

The Committee is scheduled to meet in September.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

A. Ordinance No. 25-7-1, Transfer of Funds to the Special Reserve Fund (ACTION)

Director Kerr moved, seconded by Director Jordan, to approve Ordinance No. 25-7-1, Transfer of Funds to the Special Reserve Fund in the amount of \$1.5 million.

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

Nays: None.

Absent: Trustees Patel and Peterson.

Abstain: None.

B. Ordinance No. 25-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025/2026

Trustee Jordan reported on the Budget & Finance Committee's detailed review of the Budget and Appropriation Ordinance 25-8-1.

C. Review Proposal from RestoreWorks Masonry Restoration to do bid Masonry Work in the amount of \$106,700.00 (ACTION)

Trustee Kerr moved, seconded by Trustee Bochula, to approve the Proposal from Restore/Works Masonry Restoration to do bid Masonry work in the amount of \$106,700.00, as presented.

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

Nays: None.

Absent: Trustees Patel and Peterson.

Abstain: None.

D. Adding AFLAC to Staff benefit package (ACTION)

Director Todd described the proposed AFLAC supplemental insurance to be offered as an optional benefit package to employees who meet the acceptance criteria.

Trustee Kerr moved, seconded by Trustee Moser, to add AFLAC to the Staff benefit package, as presented.

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

Nays: None.

Absent: Trustees Patel and Peterson.

Abstain: None.

E. Day Before Thanksgiving Closing Time (ACTION)

Trustee Kerr moved, seconded by Trustee Jordan, to amend the Patron Services Manual to adopt a Library closing time on the day before Thanksgiving from 6 P.M. to 5 P.M.

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

Nays: None.

Absent: Trustees Patel and Peterson.

Abstain: None.

F. End of Fiscal Year Report

Director Todd presented the End of Fiscal Year Report for the Board's review.

X. OTHER

None.

XI. ADJOURNMENT

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

Janet Jordan, Secretary

ATTEST:

Marianne Kerr, President