

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD NOVEMBER 20, 2024  
MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,  
12 N. 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 Bochula, Jordan, Lahey, Moser, Patel and Peterson.

Absent: Trustee Kerr.

Also physically present: Executive Director, Alex Todd.

Present via Zoom: Recording Secretary, Claudine Kastner.

**II. CONSENT AGENDA (ACTION)**

A. Approve Minutes from October 30, 2024 regular Board meeting

B. Approve the Combined Statement of Assets as of October 31, 2024 in the amount of \$7,149,771.89

C. Ratify Paid Disbursements since October 30, 2024 in the amount of \$283,826.65

D. Approve Bills for Payment for November, 2024 in the amount of \$130,020.46

E. Approve Transfer from Savings to Checking in the amount of \$130,000.00

F. Approve the Library's insurance policies for 2005 totaling \$32,153.00

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

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

#### **IV. ATTORNEY'S REPORT**

No report.

#### **V. COMMUNICATIONS**

None.

#### **VI. PRESIDENT'S REPORT**

Trustee Moser reminded the Trustees of the early board meeting date in December due to the Christmas holiday.

#### **VII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library happenings including personnel changes, routine seasonal building maintenance; April 1 Consolidated Election details; and Library hours of operation and other particulars for the upcoming holiday seasons through the new year.

#### **VIII. COMMITTEE REPORTS**

##### **A. Budget & Finance – Peggy Lahey**

No report.

##### **B. Building & Grounds – Tim Bochula**

No report.

##### **C. Personnel – Marianne Kerr**

No report.

##### **D. RAILS – Alex Todd**

No report.

#### **IX. OLD BUSINESS**

None.

#### **X. NEW BUSINESS**

##### **A. Ordinance No. 24-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024/2025 (2024 Levy) (ACTION)**

Trustee Moser moved, seconded by Trustee Lahey, to approve Ordinance No. 24-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024/25 (2024 Levy), as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

B. Appointing Alex Todd as Principle on Illinois Funds account (ACTION)

Trustee Moser moved, seconded by Trustee Patel, to appoint Alex Todd as Principle on Illinois Funds account.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

C. Review the Library's Patron Services Manual (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, to approve the Library Patron Services Manual, as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

D. Review the Library's Materials Selection Policy (ACTION)

Trustee Moser moved, seconded by Trustee Peterson to approve the Library's Materials Selection Policy, as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

Trustee Peterson complimented the Library staff on the excellent job they did providing critical input for the updated Patron Services Manual and Materials Selection Policy.

**XI. OTHER**

None.

**XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:31 P.M.

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Janet Jordan, Secretary

ATTEST:

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Bill Moser, President