

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD NOVEMBER 19, 2025
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 7:00 P.M.

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

Absent: Trustees Kerr and Patel.

Also physically present: Executive Director, Alex Todd; Alice Bisanz, School Liaison and Volunteer Services Coordinator; and Amanda Hermann, Adult Services Research and Outreach Librarian; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from October 29, 2025 Board meeting
- B. Approve the Combined Statement of Assets as of October 31, 2025, in the amount of \$6,360,261.17
- C. Ratify Paid Disbursements since October 29, 2025 in the amount of \$276,668.38
- D. Approve Bills for Payment for November, 2025 in the amount of \$180,917.48
- E. Approve Transfer from Savings to Checking in the amount of \$320,000.00

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

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

Nays: None.

Absent: Trustees Kerr and Patel.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. COMMUNICATIONS

None.

V. PRESIDENT'S REPORT

No report.

VI. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including personnel changes; the status of Cook County property tax disbursements; renewal of the Library's broad-ranging insurance policy; progress on the Strategic Plan, including successful expanding of outreach to local schools; the circulation to patrons of assistive devices of items generated by the Library's 3-D printer; departmental cross-training to ensure coverage of critical patron services when needed; annual food drive to benefit the Wheeling Township Food Pantry; and upcoming Library hours for the Thanksgiving holiday.

VII. COMMITTEE REPORTS

A. Budget & Finance – Sandhya Patel

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel & Policy – Peggy Lahey

No report.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

A. Ordinance No. 25-11-1. Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2025/2026 (2025 Levy) (ACTION)

Trustee Moser moved, seconded by Trustee Jordan to approve Ordinance No. 25-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2025/2026 (2025 Levy), as presented.

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

Nays: None.

Absent: Trustees Kerr and Patel.

Abstain: None.

B. Library Board By-Laws (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to approve the Library Board By-Laws, as presented.

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

Nays: None.

Absent: Trustees Kerr and Patel.

Abstain: None.

C. Amending the Patron Services Manual Section on Obtaining a Library Card (ACTION)

Trustee Moser moved, seconded by Trustee Jordan, to amend the Patron Services Manual Section on Obtaining a Library Card, as presented.

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

Nays: None.

Absent: Trustees Kerr and Patel.

Abstain: None.

D. Strategic Plan – Library Vehicle – Alice Bisanz and Amanda Hermann

Ms. Bisanz and Ms. Hermann presented an overview of the extensive types of vehicles that are available and currently in use by various library systems, ranging from full, bus-sized book mobiles to smaller transit vans and utility vehicles. They outlined the types of Library community outreach endeavors and broader Library visibility opportunities that are possible with the use of such a mobile asset. They also presented issues for consideration including the cost, maintenance and on-site housing of the vehicle. They will continue to research these options and report to the board the results of their investigations, based in part on questions and particular areas of interest raised by the Board members.

Ms. Bisanz and Ms. Hermann left the meeting at 7:45 P.M.

X. OTHER

Trustee Moser encouraged the Trustees, after viewing the comprehensive presentation regarding the potential acquisition of a Library vehicle, to formulate further discussion points and areas to be investigated, to aid in future discussions on the topic.

XI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:09 P.M.

Janet Jordan, Secretary

ATTEST:

Marianne Kerr, President