

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD OCTOBER 29, 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, Kerr, Moser and Peterson.

Absent: Trustees Lahey and Patel.

Also physically present: Executive Director, Alex Todd; Matthew Van of GW & Associates, PC; Nora Mastny, Head of Technical & Automation Services; Ann Marie Thomas, Head of Circulation, and Recording Secretary, Claudine Kastner.

Trustee Moser left the meeting at 8:00 P.M.

**II. CONSENT AGENDA (ACTION)**

- A. Approve Minutes from September 24, 2025 Board meeting
- B. Approve the Combined Statement of Assets as of September 30, 2025, in the amount of \$6,635,293.18
- C. Ratify Paid Disbursements since September 24, 2025 in the amount of \$411,583.83
- D. Approve Bills for Payment for October, 2025 in the amount of \$160,785.29
- E. Approve Transfer from Savings to Checking in the amount of \$250,000.00

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

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

Nays: None.

Absent: Trustees Lahey and Patel.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

#### **IV. COMMUNICATIONS**

Director Todd reported on a letter from the Library's attorney, Julie Tappendorf of Ancel Glink that she is retiring and another of the 45 or so attorneys at the firm will be working with Library.

Director Todd read Resolution 104 put forth by Illinois State Senator Laura Murphy, encouraging all library trustees to be active participants in the Illinois Secretary of State governance.

#### **V. PRESIDENT'S REPORT**

Trustee Kerr reminded the Trustees that the annual legislative breakfast is scheduled for December 3 in Northbrook.

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

Director Todd reported on various Library happenings including personnel changes; completion of the masonry project; cleaning of the Library carpets and floors over the Thanksgiving holiday; delay of mailing of the second installment Cook County property tax bills to residents; updates on the Strategic Plan, including exploring the possibility of a Bookmobile or other outreach services; meeting of certain staff members with Product Architecture & Design to discuss possible refresh options in the building; six staff members attendance at the Illinois Library Association (ILA) Annual Conference in Rosemont; and Library hours for the Thanksgiving holiday.

#### **VII. COMMITTEE REPORTS**

A. Budget & Finance – Sandhya Patel

The Committee met on October 14 to discuss the levy.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel & Policy – Peggy Lahey

The Committee is scheduled to meet on November 3 to discuss the By-Laws.

#### **VIII. OLD BUSINESS**

None.

#### **IX. NEW BUSINESS**

A. Annual Financial Report for the FY Ending June 30, 2025 – David Jelonek  
**(ACTION)**

Mr. Van presented a detailed Annual Financial Report prepared by his firm upon completion of their audit, which issues a clean opinion. Mr. Van left the meeting at 7:11 P.M.

Trustee Kerr moved, seconded by Trustee Moser, to approve the Annual Financial Report for the FY Ending June 30, 2025, as presented.

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

Nays: None.

Absent: Trustees Lahey and Patel.

Abstain: None.

B. Ordinance No. 25-10-1, Ordinance Determining to Levy an Additional Tax of .02 Percent of the Value of all Taxable Property in the District for the Purpose of Sites and Buildings, the Construction and Equipment of Buildings, the Rental of Buildings Required for Library Purposes, and the Maintenance, Repairs and Alteration of Library Building and Equipment (ACTION)

Trustee Kerr moved, seconded by Trustee Moser, to approve Ordinance No. 25-10-1, Ordinance Determining to Levy an Additional Tax of .02 Percent of the Value of all Taxable Property in the District for the Purchase of Sites and Buildings, the Construction and Equipment of Buildings, the Rental of Buildings Required for Library Purposes, and Maintenance, Repairs and Alterations of Library Building and Equipment, as presented.

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

Nays: None.

Absent: Trustees Lahey and Patel.

Abstain: None.

C. Resolution No. 25-10-A Resolution Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for 2025/2026 Fiscal Year (ACTION)

Trustee Kerr moved, seconded by Trustee Jordan, to adopt Resolution No. 25-10-A, Resolution Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for 2025/2026 Fiscal Year, as presented.

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

Nays: None.

Absent: Trustees Lahey and Patel.

Abstain: None.

D. Strategic Plan – Hold Lockers Update – Nora Mastny and Ann Marie Thomas

Ms. Mastny and Ms. Thomas updated the Board on the wide variety of issues relating to the possible purchase and installation of hold lockers for patron use 24 hours a day, based on their research to-date. They provided feedback they had received from other libraries which currently utilize such lockers. They proffered ideas regarding sizes, costs and procedures for both staff and patrons to follow, along with suggested location of the lockers.

Ms. Mastny and Ms. Thomas left the meeting at 8:00 P.M.

E. Anti-Sexual Harassment Training

Director Todd played a 20 minute video from the State of Illinois Department of Human Rights for the trustees who remained at the meeting.

F. Potential Merger with Indian Trails Public Library District

Trustee Kerr reported that a potential merger is no longer being investigated.

**X. OTHER**

None.

**XI. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:25 P.M.

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Janet Jordan, Secretary

ATTEST:

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Marianne Kerr, President