

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD SEPTEMBER 24, 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 7:02 P.M.

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

Absent: Trustees Jordan, Moser and Peterson.

Also physically present: Executive Director, Alex Todd.

Present via audio-conferencing, Recording Secretary, Claudine Kastner.

Trustee Kerr moved, seconded by Trustee Patel, to appoint Trustee Bochula as Secretary Pro Tem for this meeting.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey and Patel.

Nays: None.

Absent: Trustees Jordan, Moser and Peterson.

Abstain: None.

II. CONSENT AGENDA (ACTION)

- A. Approve Minutes from August 27, 2025 Board meeting
- B. Approve the Combined Statement of Assets as of August 31, 2025, in the amount of \$6,880,846.63
- C. Ratify Paid Disbursements since August 27, 2025 in the amount of \$296,817.74
- D. Approve Bills for Payment for September, 2025 in the amount of \$109,143.85
- E. Approve Transfer from Savings to Checking in the amount of \$493,000.00

Director Todd noted a clerical error and correction of the amount transferred from savings to checking in September, which accounts for the larger-than-usual transfer this month. The transfer procedures have been reviewed and minor alterations made to prevent future occurrences of this kind.

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

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey and Patel.

Nays: None.

Absent: Trustees Jordan, Moser and Peterson.

Abstain: None.

III. PUBLIC COMMENTS

Nora Mastny, Head of Technical & Automation Services and Ann Marie Thomas, Head of Circulation, representing the Library's Dept. Heads, presented their concerns regarding a potential merger of the Prospect Heights and Indian Trails Public Library Districts.

IV. COMMUNICATIONS

None.

V. PRESIDENT'S REPORT

Trustee Kerr reported that she and Director Todd will be meeting with the Indian Trails Board President, Vicki Baba and Executive Director, Brian Shepard

VI. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings including personnel changes; updates on the masonry project; a car mishap just outside the Library near the creek; a minor issue with the courtyard fountain; ComEd rebate application and fall window washing; statistics of patron usage of the Library between the new 9 A.M. opening hour and 10 A.M.; successful shredding event on September 6 during which 500 pounds of unneeded Library documents were destroyed and 80 cars with patrons utilized the service as well; Library trustees to participate in Anti-Sexual Harassment Training program; progress on the Strategic Plan, including outreach from Cook County Commissioner Scott Britton's office to provide the Library with Public Service Announcements on the County's "United Against Hate" initiative which can be posted on the Library's social media; joint management team meeting scheduled with the Prospect Heights Park District for September 30; employee attendance at the Association of Outreach and Bookmobile Services in St. Louis Oct. 7 – 10 to further research potential Library vehicles; employee attendance at the October board meeting to report on their research into providing 24/7 hold lockers; rearrangement of the Youth Services Dept. collection to make specific popular topics easier to find; Director Todd and Nora Mastny to meet with representatives from Product Architecture & Design to discuss ideas for the Library's south wall space and other refresh options; and the creation in The Lab of a limited supply of Labubus collectible toys based on a fictional character, which are very popular with children, teens and young adults; and a teaser about the theme of the Winter Reading Program.

VII. COMMITTEE REPORTS

A. Budget & Finance – Sandhya Patel

The Committee will plan to meet in late October/early November to discuss the levy.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel & Policy – Peggy Lahey

The Committee met to discuss the changes in the employee health insurance premiums and drafted the proposal to be voted on tonight.

The Committee needs to meet within the next few weeks to review requisite policies up for review.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

A. Adjusting the Library-Employee Insurance Premium Split (ACTION)

Director Todd described the impact of the pending 18.5% increase in the health insurance premiums on staff effective January 1, 2026. The Personnel & Policy Committee reviewed various options relating to the percentages of the insurance premiums which could be borne by the employees vs. the Library and developed the proposal. The Committee recommends the Board approve ending the 100% employee-only premium coverage and changing the Library-Employee Insurance Split for staff using Plan B to 90-10.

Trustee Kerr moved, seconded by Trustee Lahey, to approve the Library-Employee Insurance Premium Split, as presented.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey and Patel.

Nays: None.

Absent: Trustees Jordan, Moser and Peterson.

Abstain: None.

B. Review of Minutes of Closed Meetings in Compliance with 5 ILCS 120/2.06
(ACTION)

Trustee Kerr moved, seconded by Trustee Patel, that in compliance with 5 ILCS 120/2.06, a determination has been made that the need for confidentiality still exists as to the remaining closed meeting minutes.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey and Patel. .

Nays: None.

Absent: Trustees Jordan, Moser and Peterson.

Abstain: None.

X. OTHER

None.

XI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:03 P.M.

Janet Jordan, Secretary

ATTEST:

Marianne Kerr, President