

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MAY 25, 2022
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 7:00 P.M.

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

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; and Recording Secretary, Claudine Kastner.

Absent: Trustee Bochula.

II. APPOINTING COMMITTEES (ACTION)

No action needed.

III. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from April 27, 2022 regular Board meeting
- B. Approval of the Combined Statement of Assets as of April 30, 2022
- C. Ratify Paid Disbursements since April 27, 2022
- D. Approval of Bills for Payment for May, 2022
- E. Approval of Transfer from Savings to Checking

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

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

IV. PUBLIC COMMENTS

None.

V. ATTORNEY'S REPORT

Director Todd reported that attorney Bob Smith had reviewed the Resolution to be voted on at this meeting.

VI. COMMUNICATIONS

No report.

VII. PRESIDENT'S REPORT

Trustee Moser reported on the death of former longtime Library trustee Janet Purcell and the details of the funeral service to be held for her.

Director Todd reported that former longtime Library trustee Ralph Kendall is temporarily residing in an assisted living facility.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd introduced Assistant Director Suzanne Wulf to the trustees, who welcomed her to the Library staff.

Director Todd reported on various Library happenings, including the installation of new landscaping and grass seed; installation of updated security camera system; activation of the patio fountain; celebratory kick-off of the Summer Reading Program – “Read Beyond the Beaten Path” on Saturday, June 4 from noon to 4 P.M. in the parking lot, weather permitting, the same day as the Prospect Heights Community Day from 9 A.M. to noon at the police and fire stations on Camp McDonald Road; the hosting of 43 classroom visits to the Library in May, resulting in the percentage of School District 23 students having library cards increasing from 44% to 73%; 11 staffers' attendance at the May 6 Reaching Forward in-person conference; Library participation in Prospect Heights July 4th parade on July 2; the Executive Director's attendance at Director's University held June 6-10 in Springfield, and the Illinois Library Association orientation held July 19 and 20 in Bloomington.

IX. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

Trustee Jordan reported that the Committee reviewed lighting plans and geo-thermal options. No action will be taken on geo-thermal initiatives at this time.

Director Todd reported on boiler replacement issues and an upcoming study of long-term green technologies and initiatives.

C. Personnel – Marianne Kerr

The Committee met to review the Material Selection Policy, staff salaries and the annual evaluation of the Executive Director.

D. RAILS – Alex Todd

No report.

X. OLD BUSINESS

None.

XI. NEW BUSINESS

A. Resolution 22-05-A Resolution for the Appointment of IMRF Authorized Agent
(ACTION)

Trustee Moser moved, seconded by Trustee Kerr to adopt the Resolution, as presented.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

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

Trustee Moser moved, seconded by Trustee Patel to approve the Policy, as presented.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

C. Review Associated Electrical Contractors, LLC Quote for Lighting **(ACTION)**

Trustee Moser moved, seconded by Trustee Jordan to approve the Quote, as presented.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

D. Annual Review of the Executive Director (ACTION)

XII. EXECUTIVE SESSION – ILCS 12/2(c)(1)

The Board recessed the regular Board meeting at 7:22 P.M. pursuant to ILCS 12/2(c)(1).

Trustee Moser moved, seconded by Trustee Lahey, to go into Executive Session at 7:23 P.M.

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

Nays: None.

Absent: None.

Abstain: None.

The regular Board meeting resumed at 7:55 P.M. with a roll call.

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

Absent: Trustee Bochula.

No trustees were present via audio or video conference.

Also present: Executive Director, Alex Todd.

A. Annual Review of the Executive Director (ACTION)

Trustee Moser moved, seconded by Trustee Kerr that the compensation for Director Todd for fiscal year 2022/2023 shall be \$127,500.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

The board set the following goal for the Director, in addition to the ones Director Todd set for himself: "Schedule a meeting with department heads and the board for the purposes of determining next steps to prepare for an upcoming strategic planning event."

XIII. OTHER

None.

XIV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:07 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President