

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD DECEMBER 21, 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 7:04 P.M.

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

Absent: None.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; Jamion Berry and Reesheda Brown Washington of The Blackberry Collection; and Recording Secretary, Claudine Kastner. Ms. Wulf left the meeting at 7:20 P.M.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from November 30, 2022 regular Board meeting
- B. Approval of the Combined Statement of Assets as of November 30, 2022 in the amount of \$2,819,600.31
- C. Ratify Paid Disbursements since November 30, 2022 in the amount of \$177,256.17
- D. Approve Bills for Payment for December, 2022 in the amount of \$86,043.11
- E. Approval of Transfer from Savings to Checking in the amount of \$290,000

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

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

Nays: None.

Absent: None.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

None.

VI. PRESIDENT'S REPORT

Trustee Moser commented on the upcoming spring election of Library trustees.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on the impending severe winter snowstorm and frigid temperatures scheduled to hit the Chicagoland area on December 1 and its impact on the staff and Library hours of operation; he also reported on various buildings and ground issues; eight staff members trained in CPR by the Fire Department; delay in receipt of funds from the Cook County Treasurer from the second installment 2021 tax bills due December 30, 2022; election of Library trustees in April, 2023; collection of non-perishable food items for the Wheeling Food Pantry; collection of gift items donated by patrons and staff to be sent to adult and children cancer patients; the hosting of holiday gift wrapping parties; staff attendance at Harper College's Learning Resource Center's Annual Food Share and Resource Fair on November 22, 2022; Winter Reading Program starting January 9, 2023; and holiday Library hours.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

The Committee is scheduled to meet on January 19, 2023.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. DEI Audit Report – The Blackberry Collection

Mr. Berry and Ms. Brown Washington presented a summary of the Diversity Equity Inclusion (DEI) Audit Report which they prepared and which they have shared with the DEI Committee and the Library's leadership team. They answered the trustees' questions regarding their findings and gave their opinion as to the next recommended courses of action based on the Report's findings and their experience in the field with other organizations. They left the meeting at 8:36 P.M.

B. 2023 Per Capita Grant

Director Todd reported that approximately \$23,000 was received from the State of Illinois for the 2023 Per Capita Grant, which will help to fund the Library's DEI initiatives.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:14 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President