

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD NOVEMBER 30, 2022
MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,
12 N. ELM STREET, PROSPECT HEIGHTS, ILLINOIS

The public hearing on the proposed 2023 Levy increase was opened at 6:46 P.M.

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

Absent: Trustee Kerr.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; and Recording Secretary, Claudine Kastner (6:52 P.M.).

Motion by Trustee Moser, seconded by Trustee Lahey to allow Trustee Bochula to join the meeting via video-conference. Motion carried unanimously.

Present via video-conference: Trustee Bochula and Attorney Bob Smith.

Director Todd summarized why this Truth in Taxation hearing was required and provided an overview of the Library's levy process.

There being no public comments, the hearing was closed at 6:54 P.M.

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, Lahey, Moser, Patel and Peterson.

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

Also present via video-conference: Attorney Bob Smith.

Motion by Trustee Moser, seconded by Trustee Patel to allow Trustee Bochula to join the meeting via video-conference. Motion carried unanimously.

Present via video-conference: Trustee Bochula.

Absent: Trustee Kerr.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from October 26, 2022 regular Board meeting
- B. Approval of the Combined Statement of Assets as of October 31, 2022 in the amount of \$3,054,127.44
- C. Ratify Paid Disbursements since October 26, 2022 in the amount of \$340,495.22
- D. Approve Bills for Payment for November, 2022 in the amount of \$115,484.42
- E. Approval of Transfer from Savings to Checking in the amount of \$170,000.00
- F. Ordinance No. 22-11-3 – Setting the Schedule of Regular Meetings

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

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Attorney Bob Smith reported on the Ordinances to be voted on at this board meeting.

Attorney Smith and Director Todd reported on and commented on two new state laws. The first, mandating the establishment of committees to assess the efficiency of governmental bodies including libraries; and the second, allowing for the possibility of hiring an independent individual to perform the duties usually performed by a library board Treasurer.

Director Todd discussed the possibility of shifting the vote on the annual Ordinance setting schedule of Board meeting dates from the end of the calendar year to the beginning of the Library's fiscal year in July of each year.

Mr. Smith logged out of the meeting at 7:29 P.M.

V. COMMUNICATIONS

Director Todd reported on several articles in the press recently regarding patrons, library boards and school boards across the country requesting that certain books and other materials deemed “undesirable” be removed from libraries.

VI. PRESIDENT’S REPORT

No report.

VII. EXECUTIVE DIRECTOR’S REPORT

Director Todd reported on various buildings and ground issues including a small fire in the Library dumpster; personnel changes; winterizing of the building and grounds; the Library’s migration to Automated Clearing House for paying vendors; success of the Library’s initiative to increase the number of School District 23 students who have Library cards, which percentage increased from 49% to 85% of the students; status of the project to provide Illinois license plate renewal services to Library patrons; Library staff’s attendance at Harper College’s Learning Resource Center’s Annual Food Share and Resource Fair on November 22; the Library’s participation in the Wheeling Township’s annual non-perishable food drive; the Library’s hat and mitten holiday tree; and the Library’s holiday hours of operation.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

In Trustee Kerr’s absence, Director Todd commented on the Board By-Laws and Meeting Room Policy to be voted on at this meeting, both of which have been drafted and approved by the Personnel Committee.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Ordinance No. 22-11-1 Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2022/2023 (2022 Levy) (ACTION)

Trustee Moser moved, seconded by Trustee Patel, to approve Ordinance No. 22-11-1 Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2022/2023 (2022 Levy), as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

B. Ordinance No. 22-11-2 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 (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, approve Ordinance 22-11-2 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, Lahey, Moser, Patel and Peterson.

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

C. Ordinance No. 22-11-3 Ordinance Setting Schedule of Regular Meetings of the Prospect Heights Public Library District, Cook County, Illinois (ACTION)

See Consent Agenda Section II (A) for action on this Ordinance.

D. Review updated Board By-Laws (ACTION)

Director Todd reported on the revised and updated Board By-Laws which have been reviewed by the staff and the Committee.

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

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

E. Review updated Meeting Room Policy (ACTION)

Director Todd reported on the revised and updated Meeting Room Policy which has been reviewed by the staff and the Committee.

Trustee Moser moved, seconded by Trustee Lahey, to approve the Meeting Room Policy, as presented.

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

Nays: None.

Absent: Trustee Kerr.

Abstain: None.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:00 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President