

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JANUARY 31, 2024
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 Bochula, Jordan, Kerr, Lahey, Moser, Patel and Peterson.

Absent: None.

Also physically present: Executive Director, Alex Todd; Business Office Coordinator, Bridget Kaempfer; Technology Resources Librarian, David Pettersen; Technology Resources Librarian, Brooke Selep; John Shales of Shales McNutt Construction; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from December 20, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of December 31, 2023 in the amount of \$5,145,646.20
- C. Ratify Paid Disbursements since December 20, 2023 in the amount of \$374,861.87
- D. Approval of Bills for Payment for January, 2024 in the amount of \$146,670.39
- E. Approval of transfer from Savings to Checking in the amount of \$210,000

Trustee Moser moved, seconded by Trustee Bochula 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

Director Todd reported that the Library's longtime attorney, Bob Smith, will be retiring at the end of 2024. Director Todd will meet with Mr. Smith to discuss his replacement, along with confirming a detailed list of the varied legal services that he provided to the Library.

V. COMMUNICATIONS

Director Todd shared a Library Journal article, which named PHPL's Reference Librarian, Anjelica Rufus-Barnes, Reviewer of the Year 2023.

Director Todd shared a Daily Herald news article entitled Prospect Heights Library debuts monthly Ukrainian storytime for kids, including numerous photos from a recent storytime program.

VI. PRESIDENT'S REPORT

Trustee Moser reported that the Decennial Committee plans to meet in March and April, with the intention of completing its chartered tasks by June, 2024.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including personnel changes; statistics on the Winter Reading Program, "Hidden Treasures"; progress of the DEI Training initiative; the Library's offering of free income tax return preparation services by appointment on Saturday mornings from February 10 through April 6, to qualified low-income individuals under the volunteer VITA program again this year; Library closure the morning of February 23 for staff in-service training; comments and feedback about the retirement dinners for Sue Seggeling and Kathy Wehrle, respectively; and the Director's proposed meeting with Milieu Landscaping, which provides snow plow and landscaping services to the Library.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Ratify Resolution 23-12-C Resolution for the Appointment of MissionSquare Retirement Plan Sponsor (ACTION)

Trustee Moser moved, seconded by Trustee Lahey, to ratify Resolution 23-12-C Resolution for the Appointment of MissionSquare Retirement Plan Sponsor, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Resolution 24-01-A, Resolution Authorizing Intervention in All 2022-2024 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board (ACTION)

Trustee Moser moved, seconded by Trustee Kerr, to adopt Resolution 24-01-A, Resolution Authorizing Intervention in All 2022-2024 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Resolution 24-01-B, Resolution Honoring the Career of Kathleen Anne Wehrle (ACTION)

Trustee Moser moved, seconded by Trustee Bochula, to adopt Resolution 24-01-B, Resolution Honoring the Career of Kathleen Anne Wehrle, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

D. Adult Services Update – David Pettersen and Brooke Selep

The Board recessed the meeting at 7:50 P.M. to allow all of the attendees to move to “The Lab” (also known as the Maker Space). The meeting reconvened at 7:54 in The Lab.

Mr. Pettersen and Ms. Selep provided a detailed presentation of the wide variety of equipment available for use in The Lab, including embroidery, glass engraving, wood-burning, electronic cutting tools, 3D printing, dremel tools, button making, conversion of analog files (VHS tapes, Super 8 movie reels, photographic slides or film negatives) to digital format, etc. They explained the procedures to be followed to reserve the “maker space,” how to register for classes in order to familiarize oneself with the equipment available, rules and restrictions within the space, and the various items for sale which can be enhanced/personalized in The Lab. Also on display were examples of the different categories of items which were created in the maker space. Mr. Pettersen and Ms. Selep also shared statistics as to the number of classes taught, patron usage of the space and other important benchmarks.

The meeting in The Lab was recessed at 8:25 P.M. to allow all of the attendees to move back to the Meeting Room. Mr. Pettersen and Ms. Selep left the meeting at 8:25 P.M. The board meeting reconvened at 8:34 in Meeting Room B.

E. January 12 storm and frozen pipes – John Shales

Director Todd described the damage caused to the building as a result of the January 12 winter storm, sub-zero outside temperatures, multiple power outages and extended heat loss. He showed examples of the water damage caused by broken pipes. He provided a timeline of the relevant occurrences that led to unscheduled building closures. He also relayed communications with various on-site technicians from multiple disciplines, all of whom worked to minimize and mitigate the damage. He also provided information regarding the snow plowing of the parking lots and the ice melt system.

Mr. Shales followed, showing blueprints of the building, highlighting the 1972 and 1990 additions, and where some insulation shortcomings likely contributed to the damage, coupled with the frigid inside building temperatures. He commented on the remedial actions which he believes are needed to prevent these issues from arising in the future. Mr. Shales left the meeting at 7:48 P.M.

F. Mid-Fiscal Year Report

Director Todd provided statistics for the first half of the Library’s fiscal year.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:51 P.M.

Respectfully submitted,

Janet Jordan, Secretary

ATTEST:

Bill Moser, President