

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JULY 26, 2023
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, Moser, Patel and Peterson.

Motion by Trustee Moser, seconded by Trustee Jordan, to allow Trustee Kerr to join the meeting via audio conference. Motion carried unanimously.

Present via audio conference: Trustee Kerr.

Absent: Trustees Bochula and Lahey.

Also physically present: Executive Director, Alex Todd; Assistant Director, Assistant Director, Suzanne Wulf; and Recording Secretary, Claudine Kastner. Ms. Wulf left the meeting at 7:28 P.M.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from June 28, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of June 30, 2023 in the amount of \$5,097,678.77
- C. Approval of the List of Disbursements for June 30, 2023 in the amount of \$45,783.92
- D. Approval of the List of Disbursements for July 26, 2023 in the amount of \$238,480.98
- E. Approval of Bills for Payment dated July 28, 2023 in the amount of \$45,783.92
- F. Approval of Bills for Payment for July, 2023 in the amount of \$78,970.12
- G. Approval of transfer from Savings to Checking in the amount of \$180,000.00

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

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

Nays: None.

Absent: Trustees Bochula and Lahey.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd reported that Attorney Bob Smith had prepared the Ordinances to be voted on and reviewed at this meeting.

V. COMMUNICATIONS

Director Todd shared a recent letter published on the internet, which was written by former President Barack Obama to librarians across the country, applauding their ongoing dedication to protecting our country's citizens' freedom to read.

VI. PRESIDENT'S REPORT

Trustee Moser confirmed Committee assignments with the trustees.

Trustees Moser and Kerr will conduct the requisite annual review of the written minutes and verbatim tape recordings of all closed session meetings.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including personnel changes; upcoming installation of the new boilers; progress on the 2022/2023 requisite annual independent financial audit; statistics from a successful Summer Reading Program, with sign-ups by 458 children, 272 adults and 40 teenagers; his attendance, along with Ms. Wulf, at the Illinois Library Association (ILA) Orientation on July 19. (Director Todd is the Board Liaison to the Advocacy Committee, and Ms. Wulf serves on the ILA Awards Committee); his participation August 1 – 3 in the Director's University in Springfield as a mentor and presenter; and a Library staff in-service session scheduled for the morning of August 18, resulting in the Library opening at 1 P.M.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee met on June 29.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

Director Todd reported that Joe Filapek is the newly-appointed Assistant Director of RAILS.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Ordinance No. 23-7-1, Transfer of Funds to the Special Reserve Fund
(ACTION)

Trustee Moser moved, seconded by Trustee Patel to approve Ordinance No. 23-7-1, Transfer of Funds to the Special Reserve Fund.

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

Nays: None.

Absent: Bochula and Lahey.

Abstain: None.

B. Ordinance No. 23-7-2, Transfer of Funds to the Founders Fund **(ACTION)**

Trustee Moser moved, seconded by Trustee Peterson to approve Ordinance No. 23-7-2, Transfer of Funds to the Founders Fund.

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

Nays: None.

Absent: Bochula and Lahey.

Abstain: None.

C. Ordinance No. 23-8-1, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023/2024

Director Todd reviewed highlights of the FY 23/24 budget, including the consolidation of certain finance accounts, and an increase in income from other sources due to higher interest rates, etc. He also reviewed the Ordinance, prepared by Attorney Smith.

D. End of Year Fiscal Report

Director Todd presented highlights of FY2023 on the “Dashboard” handout, noting that many of the program attendance and material usage statistics are approaching or exceeding pre-Covid pandemic numbers.

E. Board Education – The Budget & Levy Cycle of Library Districts

Director Todd presented slides on the budget and levy cycle and applauded the Board’s actions relating to their support of the budget and levy.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:04 P.M.

Respectfully submitted,

Janet Jordan, Secretary

ATTEST:

Bill Moser, President