

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JUNE 28, 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 7:01 P.M.

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

Absent: Trustees Moser and Peterson.

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

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from May 31, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of May 31, 2023 in the amount of \$5,363,004.91
- C. Ratify Paid Disbursements since May 31, 2023 in the amount of \$322,737.97
- D. Approve Bills for Payment for June, 2023 in the amount of \$171,102.60
- E. Approval of Transfer from Savings to Checking in the amount of \$360,000
- F. FY23-24 Non-Resident Card Fee

Trustee Kerr moved, seconded by Trustee Patel to approve the consent agenda, as presented.

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

Nays: None.

Absent: Moser and Peterson.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd shared a recent Axios article dealing with book banning.

VI. PRESIDENT'S REPORT

Trustee Kerr informed the board that in fall, 2023, the Illinois Library Association will be providing trustee training webinars on various topics.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library issues including personnel changes including two upcoming staff retirements; outside work on the ice melt system; boiler installation logistics; the addressing of recent internet and telephone outage issues caused by contractors severing a Comcast cable; Summer Reading Program kick-off and related dinosaur-themed Library decorations; the American Library Association's (ALA) Annual Conference held June 23 – 27 in Chicago; Library participation in the Prospect Heights July 4 parade; and the Executive Director's participation August 1 – 3 in the Director's University.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee is scheduled to meet June 29.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

The Committee met in June and Trustee Kerr reported that there is one more policy for them to review.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Board Committee Appointments

Director Todd asked that the trustees consider which committees they may wish to serve on.

B. Bank Card Signatures

Director Todd reported on the finalizing of bank card signatures procedures in light of the recent change in Officers.

C. Review of the Library's new Exhibit Policy (ACTION)

Director Todd and Trustee Kerr described the new Exhibit policy.

Trustee Kerr moved, seconded by Trustee Lahey to approve the Library's new Exhibit Policy, as presented.

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

Nays: None.

Absent: Moser and Peterson.

Abstain: None.

D. Review the Library's Updated Personnel Manual (ACTION)

Trustee Kerr and Director Todd summarized the changes to the Personnel Manual.

Trustee Kerr moved, seconded by Trustee Bochula to approve the Library's updated Personnel Manual, as presented.

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

Nays: None.

Absent: Moser and Peterson.

Abstain: None.

E. Resolution 23-06-A Resolution Pledging to Join Cook County to Unite Against Hate (ACTION)

Director Todd described the municipality committee meetings and events that culminated in the drafting of this Resolution.

Trustee Kerr moved, seconded by Trustee Jordan to adopt Resolution 23-06-A
Resolution Pledging to Join Cook County to Unite Against Hate

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

Nays: None.

Absent: Moser and Peterson.

Abstain: None.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was
adjourned at 7:57 P.M.

Respectfully submitted,

Janet Jordan, Secretary

ATTEST:

Bill Moser, President