

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD MARCH 27, 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, Kerr, Lahey, Moser, Patel and Peterson.

Absent: Trustee Jordan.

Also physically present: Executive Director, Alex Todd; Head of Automation Services, Nora Mastny; Head of Communications, Freedom Nguyen; Sandy Aguilera and Rosie Fisher of the Communications Department; Tina Moser; and Recording Secretary, Claudine Kastner.

**II. DECENNIAL COMMITTEE MEETING #2**

The meeting was called to order at 7:02 P.M.

A. Roll Call

Committee Members Physically Present: Library Trustees Bochula, Kerr, Lahey, Moser, Patel and Peterson; Public Member Tina Moser; Executive Director Alex Todd.

Committee Members Absent: Library Trustee Jordan and Public Member Ellen Avery.

Also Physically Present: Head of Technical Automation Services, Nora Mastny; Head of Communications, Freedom Nguyen; Sandy Aguilera and Rosie Fisher of the Communications Department; and Recording Secretary, Claudine Kastner.

B. Review Preliminary Report

The consensus was that the Report was accurate and concise.

C. Set Date for Next Meeting

The next meeting of the Committee is scheduled for April 24, 2024.

The meeting was adjourned at 7:08 P.M.

Ms. Moser left the meeting at 7:08 P.M.

### **III. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from February 28, 2024 regular Board meeting
- B. Approval of the Combined Statement of Assets as of February 29, 2024 in the amount of \$5,313,620.44
- C. Ratify Paid Disbursements since February 28, 2024 in the amount of \$284,696.95
- D. Approval of Bills for Payment for March, 2024 in the amount of \$139,269.33
- E. Approval of transfer from Savings to Checking in the amount of \$300,000.00

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

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

Nays: None.

Absent: Trustee Jordan.

Abstain: None.

### **IV. PUBLIC COMMENTS**

None.

### **V. ATTORNEY'S REPORT**

No report.

### **VI. COMMUNICATIONS**

Director Todd shared a letter of thanks from Rainbow Animal Assisted Therapy, Inc. for acknowledgement of the Library's participation in their mission to acquaint people with the organization's therapy animals.

### **VII. PRESIDENT'S REPORT**

Trustee Moser reminded the Trustees of the upcoming Personnel and Policy Committee meeting on April 24, 2024.

### **VIII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library issues including personnel changes; various proposals and updates relating to the status of radiant heating, heating coils and distributor pumps; preparation of free income tax return preparation for low-income patrons

by means of the Volunteer Income Tax Assistance (VITA) volunteer program; attendance by over 550 people at the March 14 Youth Art Month Reception; the Director's conducting his annual budget workshop for new library directors; his attendance at the Public Library Association conference in Columbus, Ohio on April 3 – 6, 2024; and the upcoming LACONI Trustee Banquet on May 3, 2024.

## **IX. COMMITTEE REPORTS**

### **A. Budget & Finance – Peggy Lahey**

No report.

### **B. Building & Grounds – Tim Bochula**

The Committee is scheduled to meet on April 1, 2024.

### **C. Personnel – Marianne Kerr**

The Committee is scheduled to meet on April 24, 2024.

### **D. RAILS – Alex Todd**

No report.

## **X. OLD BUSINESS**

None.

## **XI. NEW BUSINESS**

### **A. Communications Update – Sandy Aguilera, Rosie Fisher**

Ms. Aguilera and Ms. Fisher presented statistics regarding graphics and projects requests; website traffic and analytics; social media platform usage; Elm Leaf publication; Youth, Teen and Adult e-mail platforms; and updates on the re-branding initiatives being accomplished in-house. They also shared feedback from hundreds of patrons recounting their memorable experiences in the Library.

Ms. Aguilera, Ms. Fisher and Mr. Nguyen left the meeting at 7:52 P.M.

### **B. Technical and Automation Services Update – Nora Mastny**

Ms. Mastny presented updates on the Department including streamlining the process of all supply and distribution of items under Technical Services; utilizing faster and more reliable internet services; improving outdoor wireless access, etc. She also shared statistics relating to the number of items added to the Library's collection, patron computer sessions, Wi-fi usage, and a summary of upcoming happenings in the Department.

Ms. Mastny left the meeting at 7:52 P.M. after her presentation.

C. Review Contract for Claudine Kastner (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the Contract for Claudine Kastner, as presented.

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

Nays: None.

Absent: Trustee Jordan.

D. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06 (ACTION)

Trustee Moser reported that he and Trustee Kerr reviewed the minutes of the closed meetings. He moved, seconded by Trustee Lahey that in compliance with 5 ILCS 120/2.06(d), the determination has been made that the need for confidentiality still exists for all closed meeting minutes.

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

Nays: None.

Absent: Trustee Jordan.

Trustee Moser moved, seconded by Trustee Lahey, to approve the destruction of the tape of the minutes of the closed session meeting held on May 25, 2022.

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

Nays: None.

Absent: Trustee Jordan.

**XII. OTHER**

None.

**XIII. ADJOURNMENT**

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

Respectfully submitted,

ATTEST:

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Janet Jordan, Secretary

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Bill Moser, President