

Regular Board Meeting  
July 17, 2025  
Minutes

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:02 p.m. by Kristine O'Sullivan, President.

2. Roll Call

Present: Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan, Andrea Shaeffer  
Absent: Marie Bass  
Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Jaime Lopez, Su Reynders, Megan Smith  
Visitors: Ryan Kuta and Don Shaw, Lauterbach & Amen, LLP; Tiffany Nash, Product Architecture + Design; John Shales, Shales McNutt Construction, and other unidentified visitors.

3. Public Comment

Megan Smith read a statement during public comment.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of June 19, 2025
- b. June 2025 Bills and Financial Reports

Motion was made by Trustee Benden and seconded by Trustee Haas to approve the Consent Agenda as presented. Roll Call Vote: AYES: Benden, Fulk, Gilligan, Haas, O'Sullivan, Shaeffer. NAYS: None. ABSENT: Bass. ABSTAIN: None. Motion carried.

5. 2024 Audit Presentation

Don Shaw with Lauterbach & Amen, LLP presented the 2024 audit to the Board and answered questions. He stated that the audit was "clean" again this year and thanked staff for their assistance during the audit.

6. Review Project B Design Development

Tiffany Nash of Product Architecture + Design gave a presentation on the proposed design plan to date for the second-floor renovation, including layout, furniture, and fixture selections.

John Shales of Shales McNutt Construction presented the budget overview, including both trade-specific and general project-related costs. Mr. Shales highlighted that flooring

and electrical work represent the highest-cost ticket items of the renovation. He noted that preparations for the bidding process are underway, with plans to issue bid invitations in October and presentation to the Board in November for approval.

Trustees reviewed the budget and acknowledged that, while it slightly exceeds the original preliminary target of \$5 million, alternate funding is expected to cover the difference. Trustees also reviewed and reaffirmed the project's priority goals and their commitment to achieving them.

Executive Director Reynders provided an update on the LED lighting retrofit project and reported that bid invitations will be issued in July and presented to the Board in August for approval.

Executive Director Reynders shared that she had presented Project B donation opportunities to the Friends and Foundation for consideration. She noted that the Foundation asked about launching dedicated fundraising campaigns, and Trustees clarified that the current intent is for the Foundation to consider making a direct donation at this time.

7. Second Quarter Financial Review and Preliminary 2025 Levy Discussion

Finance and Facilities Director Malachi Kohlwey presented the 2025 second quarter financial review and answered questions. He also reviewed the anticipated 2025 budget amendments that will be brought to the Board for review in September, including adding the Project B pre-construction costs, and the retaining walls and LED lighting projects to the Capital Project Fund expenditures.

The Board discussed the upcoming levy request to provide guidance in building the 2026 budget.

8. Review/Approve Programming, Reference Service, and Intellectual Freedom Policies

Trustees reviewed the Programming Policy and requested three amendments: Section III E: to change "All materials to be used or promotion conducted" to "Promotional materials created." Section III H: to change "Programs are evaluated on a regular basis" to include "Programs are evaluated on a regular basis (target annually)." Section IV I: to change "contemporary" to "modern."

Trustees reviewed the Reference Service Policy and requested two amendments: Section III C: to change "Library staff members" to "The library uses" and Section III D: to change "transactions" to "interactions."

Trustees reviewed the Intellectual Freedom Policy and did not request any amendments.

Motion was made by Trustee Fulk and seconded by Trustee Benden to approve the Programming and Reference Service Policies as amended, and the Intellectual Freedom Policy as presented. Voice vote carried.

9. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and answered questions. She reported that the village has completed the Community Connections Center study draft, which is planned to be presented at the August 12, 2025, Village Committee of the Whole meeting.

10. Trustee Reports and Comments

Trustee Gilligan attended the June 23 Foundation Board Meeting and reported that the new president, Hazel Oreluk, had begun her term.

Trustee O'Sullivan reported that she hosted a Meet the Board session on Saturday, July 12 from 10:30 a.m.-12:30 p.m.

Trustee Gilligan exited the meeting at 7:21 p.m.

11. Closed Session

As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion was made by Trustee Fulk and seconded by Trustee Shaeffer to adjourn to closed session at 7:25 p.m. Voice vote carried.

12. Reconvene Open Session

Open session was reconvened at 7:50 p.m.

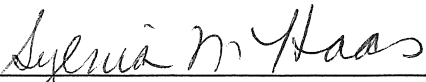
13. Upcoming Meetings and Events Calendar

- a. July 19-20 – Friends Book Sale
- b. No Foundation Board Meeting held in July
- c. August – Meet the Board – Brian Gilligan
- d. August 7, 6:00 p.m. – Committee of the Whole Meeting – New Trustee Orientation
- e. August 16 – Volunteer Appreciation Luncheon
- f. August 21, 6:00 p.m. – Regular Board Meeting (South Branch location)
- g. August 25 – Foundation Board Meeting – Sylvia Haas
- h. September – Meet the Board – Mary Anne Benden
- i. September 4, 6:00 p.m. – Finance Committee Meeting

Mount Prospect Public Library  
Board of Library Trustees  
10 S. Emerson Street | Mount Prospect, IL 60056

14. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:52 p.m. Voice vote carried.

  
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Sylvia M. Haas, Secretary

Approved as submitted 08/21/2025