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

Regular Board Meeting
September 18, 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 6:00 p.m. by Kristine O'Sullivan, President.

2. Roll Call

Present:	Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan, Andrea Shaeffer
Absent:	None
Staff Present:	Jennifer Amling, Anne Belden, Jo Broszczak, Malachi Kohlwey, Su Reynders, Suzanne Yazel
Visitors:	Molly Castor, Stacks Consulting Group, LLC

3. Public Comment
   There was no public comment.

4. Consent Agenda
   a. Minutes of Regular Board Meeting of August 21, 2025
   b. Minutes of Finance Committee Meeting of September 4, 2025
   c. August 2025 Bills and Financial Reports

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

5. Marketing Plan Presentation
   Molly Castor with Stacks Consulting Group gave a presentation on the library's two year Marketing Plan identifying three target audiences while outlining three strategic goals: (1) Build brand awareness, (2) Promote services, resources and collections more equitably, and (3) Evaluate and optimize marketing effectiveness.

   Trustees confirmed that all audiences will still continue to be served, but additional strategies will be put in place for the target audiences, new residents, adults 25-35, and under-engaged users.

6. Approve Resolution No. 2025-4 Certifying the 2026 Appropriation Budget and 2025 Tax Levy, 2026 Working Budget, and 2026 Salary Structure
   Trustees noted that the budget and all related documents had been reviewed by the Finance Committee, which recommended approval by the full Board.

   Motion was made by Trustee Fulk and seconded by Trustee Gilligan to approve Resolution No. 2025-4 Certifying the 2026 Appropriation Budget and 2025 Tax Levy, the 2026 Working Budget, and the 2026 Salary Structure as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, O'Sullivan, Shaeffer. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

7. Approve 2025 Capital Projects Fund Budget Amendment
   Trustees noted that the amendment had been reviewed by the Finance Committee, which recommended approval by the full Board.

   Motion was made by Trustee Benden and seconded by Trustee Fulk to approve the 2025 Capital Projects Fund Budget Amendment as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, O'Sullivan, Shaeffer. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

8. Review/Approve Public Signage and Display Policy and Public Solicitation and Distribution Policy
   Trustees reviewed and discussed the Public Signage and Display Policy and the Public Solicitation and Distribution Policy.

   Motion was made by Trustee Bass and seconded by Trustee Benden to approve the Public Signage and Display Policy and the Public Solicitation and Distribution Policy as presented. Voice vote carried.

9. Review Executive Director Evaluation Timeline
   Trustees reviewed the Executive Director's proposal to shift the evaluation timeline and agreed to adopt a calendar year evaluation. Additional details regarding the timeline will be provided at the November 20, 2025 regular meeting. Accordingly, the October 2, 2025 Personnel Committee meeting will be rescheduled.

10. Executive Director Report
    Executive Director Reynders reviewed the highlights of the monthly library report and answered questions. She reported that the 2026 Civic Connections event will be held on Monday, February 9, from 4:30 to 6:00 p.m. and will feature a guest speaker.

11. Trustee Reports and Comments
    Trustee Fulk reported she will be attending the September 22 Foundation Board meeting.

12. Closed Session
    No closed session was held.

13. Upcoming Meetings and Events Calendar
    a. September 22 – Foundation Board Meeting – Sylvia Fulk
    b. October – Meet the Board – Sylvia Fulk
    c. October 16, 6:00 p.m. – Regular Board Meeting
        i. Third Quarter Financial Review
        ii. Review Per Capita Grant requirements (Standards 4.0 checklists)
    d. October 18-19 – Friends Book Sale
    e. October 27 – Foundation Board Meeting – Sylvia Haas
    f. Wednesday, November 5, 7:00 p.m. – Village First Levy Reading (tentative)
    g. Thursday, November 6, 6:00 p.m. – Joint Boards Dinner
    h. Tuesday, November 18, 7:00 p.m. – Village Final Levy Reading (tentative)

14. Adjournment
    Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Regular Board meeting at 6:55 p.m. Voice vote carried.

Sylvia M Haas

Sylvia M. Haas, Secretary

Approved as submitted 10/16/2025