

Regular Board Meeting
October 16, 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 Mary Anne Benden, Vice President.

2. Roll Call

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

3. Public Comment

There was no public comment.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of September 18, 2025
- b. September 2025 Bills and Financial Reports

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

5. Third Quarter Financial Review

Finance and Facilities Director Malachi Kohlwey reviewed the third quarter of 2025 revenue and expenditures and answered questions. He reported that the mailing of the second installment of the Cook County property tax bill has been delayed. He further noted that the library has sufficient reserves that will extend until the second installment payments arrive in late 2025 or early 2026.

6. Project B Second Floor Renovation Update

Executive Director Reynders provided an update on the 2026 Project B Second Floor renovation, outlining the project timeline and detailing the multiple changes and improvements. She also noted that a public awareness campaign is planned to inform the community about the renovation as it gets closer to the anticipated construction start date in February 2026. She reported that the bids for the project have been published,

and the public bid opening will be held November 5, 2025. Board will be asked to approve the recommended bids at the November 20 Regular Board meeting.

7. Review/Approve Identity Protection and Video Surveillance Policies

Trustees reviewed and discussed the Identity Protection Policy and the Video Surveillance Policy.

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

8. Review Public Library Standards for Per Capita Grant Requirement

Trustees reviewed the newly published Illinois Public Library Standards which is a requirement to receive our Per Capita Grant. Executive Director Reynders reported that the Per Capita Grant Application will include a summary of planned strategies for the core standards the library does not meet. The Illinois Public Library Standards application will be presented at the November 20 Regular Board meeting for Board approval.

9. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and answered questions.

10. Trustee Reports and Comments

Trustee Benden reported that she hosted a Meet the Board session on Friday, September 26.

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 Benden and seconded by Trustee Bass to adjourn to closed session at 6:57 p.m. Voice vote carried.

12. Reconvene Open Session

Open session was reconvened at 7:01 p.m.

13. Upcoming Meetings and Events Calendar

- a. October – Meet the Board – Sylvia Fulk
- b. October 18-19 – Friends Book Sale
- c. October 27 – Foundation Board Meeting – Sylvia Haas
- d. Tuesday, October 28, 7:00 p.m. – Village First Levy Reading
- e. November – Meet the Board – Sylvia Haas

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

- f. November 6, 6:00 p.m. – Joint Boards Dinner
- g. November 7 – Library Closed for Staff In-service Day
- h. November 15 – Friends Holiday Book Sale
- i. Tuesday, November 18, 7:00 p.m. – Village Final Levy Reading
- j. November 20, 6:00 p.m. – Regular Board Meeting
 - i. Approve Project B bids
 - ii. Recognize significant employee and volunteer anniversaries
 - iii. Approve Per Capita Grant application
 - iv. Review of closed meeting minutes and recordings
- k. November 24 – Foundation Board Meeting – Kristine O’Sullivan
- l. December 2, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village

14. Adjournment

Motion was made by Trustee Shaeffer and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:06 p.m. Voice vote carried.



Kristine O’Sullivan, President

Approved as submitted 11/20/2025