

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – June 1, 2020**

President Klunk called the meeting to order at 3:10pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Dr. Eileen McCaffrey  
Clare Lund

**Staff Present**

Sheree Kozel-La Ha, Executive Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant

**Trustees Excused**

Dr. Rita Woods

**AUDIENCE TO VISITORS**

President Klunk acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A \$300 check was received from ALA for the "Ready to Code" mini grant.
- (2) Tax Appeals were received from the Will County Board of Review
- A letter was received from Amy Lucas; Library Page, thanking the board for their support while at home.
- (4) thank you cards were received from Bookmobile patrons.
- A thank you card was received from Assisted Living residents of Marian Village for the Adult Services Christmas program.
- A letter of resignation was received from Pam Rock.

**APPROVAL OF MINUTES**

Trustee Bochenek made a motion to accept the minutes of the February 24, 2020 Regular Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

**TREASURER'S REPORT**

**Bills / Petty Cash**

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of April 30, 2020. *Note: Old Plank Trail was formerly Countryside Bank.*

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated February 29, 2020
- Statement of Assets, Liabilities, and Fund Balances dated March 31, 2020
- Statement of Assets, Liabilities, and Fund Balances dated April 30, 2020
- Transaction Detail dated February 24, 2020 – March 31, 2020
- Transaction Detail dated April 1 – 27, 2020
- Transaction Detail dated May 2020
- Deposit Detail dated March 2020
- Deposit Detail dated April 27 – May 31, 2020
- Petty cash dated March 3 – May 27, 2020 for expenses totaling \$68.54

President Klunk was thankful for emails from staff regarding support during library closure.

Trustee Dahlstrand moved to approve bills dated February 24, 2020 – March 31, 2020 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Dahlstrand moved to approve bills dated April 1 – 27, 2020 as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Dahlstrand moved to approve bills dated May 1 – 31, 2020 and Petty Cash dated March 3 – May 27, 2020 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee McCafferty moved to transfer \$200,000 for March bills and April payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCafferty moved to transfer \$218,000 for April bills and May payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCafferty moved to transfer \$110,000 for May bills and June payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **DIRECTOR'S REPORT**

Director Kozel-La Ha recapped the Director's Report:

- A Phased Plan for reopening is included in the board packets, along with sample Plans from Lemont and Plainfield.
- Next steps include:
  - June 8 – open book drop
  - June 15 – start curbside pickup
  - E-News – emailed weekly with 5 current news items or activities each week
- (2) patron emails were received asking about reopening plans.
- Staff will return to work Monday, June 8.
- Most Managers/Admin returned to work today, June 1, 2020
- Upon staff returning there will be limitations:
  - Limit of 10 people
  - Staff scheduled in 3 teams
  - Currently working on schedule
- Curbside Plan – contactless for staff and patron safety
  - Items will be placed in a brown bag with patrons last name
  - Tables will be placed outside
  - Pick up days are Monday, Wednesday, and Saturday – 4 hour pickup window
  - Curbside orders can be made online or by calling the library
- Book drop opens June 8. Staff will start clear book drop. 6,000 items are checked out. Upon return, books will be placed in a 7-day quarantine, dated, and set aside. After 7 days they will be checked in and shelved.
- Face shields will be available for staff that cannot wear a mask.

- Acrylics, signage, and distance labels are being placed throughout the library
- Still figuring out furniture removal, arrow stickers in aisles, and continued offering of magazines and newspapers.
- The board has the limited ability to declare the library as essential in order to open with limited service. Some neighboring libraries are opening by appointment only.
- Study rooms will be used for quarantine book storage and possibly the meeting room.
- Use of Study rooms and the Quiet Reading Room is not recommended.
- Budget review continues. More online resources have been purchased.
- Deliveries also go into quarantine.
- Libraries are still trying to determine how to monitor the number of patrons who enter the building.
- (1) library staff has tendered her resignation due to COVID-19 concerns.
- There will not be a Used Book Sale this year. We are bagging and labeling books of the same genre and putting them out for free to patrons on a first come, first serve basis.
- Craft kits will be bagged and put out for free to patrons on a first come, first serve basis.
- Staff is working on a Shelter in Place Community History Project.
- We are a collection site for PPE with a small consortium of libraries.
- Mask extenders were made on our 3D printer and donated to Palos Hospital.
- Staff donations provided lunch through a Meal Train program for 51 staff at Palos Hospital.
- The Summer Reading program will be online via Beanstack this year.
- We are increasing our presence on social media.
- We continue to PR *Fine Free*.
- We will need more PPE before we can reopen and items are on backorder.
- Some libraries are hiring security guards. Based on our square footage, we will only be allowed to have 100 people in the library at one time – this includes staff.
- Toys and iPads in Youth Services will be removed.
- Reopening date has not been determined yet.
- Requested a survey from RAILS of neighboring libraries reopening plans.
- Preparing staff verbiage for answering patron questions.

There was a short discussion. The board is in favor of continued online resources and likes the idea of free books and free craft kits.

- Staff in-service training is scheduled for June 25. This will be via Zoom. Trustees are welcome to attend.
- Spoke to Dan Eallonardo regarding timing of the remodel plans. Property tax deadlines have been extended which may affect our incoming funds.
- Received email from Bob Lewis; PMA Securities regarding \$75,000 savings on bonds based on current market.

There was a short discussion.

### **Other Manager's Reports**

Reports are available in Trustee packets from Circulation, Adult Services, Youth Services, and the Bookmobile.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell had no new business to report.

#### **Personnel**

President Klunk had no new business to report.

#### **Policy**

President Klunk had no new business to report.

#### **Legal**

Trustee Woods was not present to report.

### **Meeting Date Ordinance #2019-20-4**

Trustee Dahlstrand moved to accept Ordinance #2019/20-4 Public Meetings Ordinance of the Homer Township Public Library District Will County, IL for Fiscal Year July 1, 2020 to June 30, 2021. Whereas, pursuant to Section 30-50 of the IL Public Library District Act, the Board of Library Trustees of the Homer Township Public Library District (the "Board") is required to specify, by ordinance, the time, date and place of no less than five regular meetings of the Board each fiscal year.

July 27, 2020	February 22, 2021
August 24, 2020	March 22, 2021
September 28, 2020	April 26, 2021
October 26, 2020	May 24, 2021
November 30, 2020 (Monday after Thanksgiving)	
January 25, 2021	June 28, 2021

Trustee Lund seconded the motion. All in favor, motion passed.

### **EXECUTIVE/CLOSED SESSION**

#### **Personnel 2(c)(1)**

At 4:11 pm Trustee Dahlstrand moved to go into Closed Session for the purpose of discussing personnel 2(c)(1). Trustee Mitchell seconded the motion. All in favor, motion passed.

At 4:50 pm Trustee Mitchell made a motion to come out of Closed Session. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Trustee Dahlstrand made a motion to extend 2020 employee vacation time through March 31, 2021. Trustee Bochenek seconded the motion. All in favor, motion passed.

### **ADJOURNMENT**

At 4:51pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, June 22, 2020 at 7pm.

Respectfully submitted,

*Patti Nakatis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION – June 1, 2020**

At 4:11pm the board went into CLOSED SESSION for the purpose of discussing personnel 2(c)(1).

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Dr. Eileen McCaffrey  
Clare Lund

**Staff Present**

Sheree Kozel-La Ha, Executive Director

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