

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – November 30, 2020**

President Klunk called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Cindy Bochenek, Secretary (via Zoom)  
Kitty Mitchell, Treasurer  
Clare Lund  
Dr. Eileen McCaffrey (7:04 pm)  
Dr. Rita Woods (7:04 pm)

**Staff Present**

Sheree Kozel-La Ha, Executive Director  
Alex Annen, Assistant Director  
Carol McSweeney, Business Manager  
Heather Colby, Adult/Teen Manager  
Patti Nakutis, Administrative Assistant

**AUDIENCE TO VISITORS**

President Klunk acknowledged recently promoted library staff: Assistant Director Alex Annen, and Adult/Teen Services Manager Heather Colby. Library Building Consultant Dan Eallonardo; Independent Construction was also present.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A thank you expression from Alex Annen regarding the recognition of her new position as Assistant Director and in serving the Homer Community well in a new way.
- A thank you note from Heather Colby for the encouragement as she begins her new position as Adult/Teen Services Manager.
- A letter from Penny Bryan, Administrative Council Chair of Prairie Cat regarding the addition of IMRF for Prairie Cat employees.
- A letter from Greg McCormick; Director of IL State Library regarding COVID guidance in response to a Director's letter from November 9, 2020.
- A letter from Karen Egan; Associate Director/Grants & Programs at IL State Library regarding FY 2020 *Back to Books* Grant. Due to the overwhelming response, which significantly exceeded the amount of funds available, first priority was given to school library applicants. For public libraries, priority was given to those that generate the least amount per capita received from their local tax levy. Due to these reasons, our application was not funded.
- A letter from Sue Steilen; Village of Homer Glen regarding the Homer Glen Jr Woman's Club Scarecrow Contest. With over 1,000 votes, the library was one of three community winners. We will provide an entry for the new Village Snowman Contest.
- A patron email thanking the library for being open and handing out free hand sanitizer.

**NEW BUSINESS**

**HVAC Update**

Dan Eallonardo addressed the board regarding COVID and any modification necessary to the HVAC system. Dan provided an overview and noted the current system is efficient with the proper air flow and best air quality for this size building. There is currently no guarantee that a change to the system would be more COVID effective; any change could be hundreds of thousands of dollars with no guarantee to increase efficacy than

the current system. Experts to further evaluate/analyze the HVAC would be immensely costly and likely involve mechanical, electrical, and/or scientific engineers; this could take up to a year. There was no recommendation to move in this direction. Dan exited the meeting at 7:29 pm.

After a brief discussion, the board was in agreement to not examine further. Director Kozel-La Ha supported this conclusion.

### **APPROVAL OF MINUTES**

Trustee McCaffrey made a motion to accept the minutes of the October 26, 2020 Regular Session Library Board meeting. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Trustee Dahlstrand made a motion to accept the minutes of the October 26, 2020 CLOSED Session Library Board meeting. Trustee Lund 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 October 31, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated October 31, 2020
- Transaction Detail dated November 2020
- Deposit Detail dated October 27 – November 30, 2020
- Petty cash dated September 21, 2020

Trustee Dahlstrand moved to approve bills and petty cash dated September 21 – November 30, 2020 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

#### **Transfer of Funds**

Trustee Lund moved to transfer \$181,000 for November bills and December 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.

### **DIRECTOR'S REPORT**

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

- A welcome to Alex Annen and Heather Colby on their first day in their new positions.
- The library supported the Senior Harvest, a free food giveaway, although this year it was a drive-up distribution that included a Jewel gift card. 275 seniors were served with a curbside box of items and gift card. Homer Library sanitizers and magnifier bookmarks were also included as giveaways.
- The library Scarecrow and Yeti entries were on display for the board to see. The Yeti will be dropped off at the Village for the upcoming community Snowman Walk.
- The Winter Reading Program will be "Are You Yeti to Read?" monthlong in Feb.
- The front sidewalk is completed, connecting us to the trails and park. This was done at no cost to us, initiated by the Highway Department.
- A new hire, Debra Kempa started in the position of Circulation Clerk.

- 1600 crafts and 500+ book bundles were given away in the last 2 months as part of our Curbside free give-away program. Curbside give-aways involve a lot of staff attention and are extremely popular. They are provided on Tuesdays and Saturdays.
- We are one of the only area libraries accepting donated books. All donations (or returns) go into a 7-day quarantine as a required COVID safety protocol.
- We are currently at 25% of our budget, appropriate for first quarter expenditures.
- There was a cost increase (\$2,243) for 2021 Insurance Coverage, due to worker's compensation past claims. Full library coverage includes Cyber and Terrorism, too.
- An Administrative Succession Plan is enclosed in the packets. It is a statewide Public Library Standard established this year.
- E-Read IL received \$125,000 from the IL Secretary of State to assist with accessing e-Read remotely. This supports our library users who can access more materials.
- Approximately 450 new items are added monthly to the collection.
- The New Book section has been reworked to feature materials and display options.
- A Walk-In Door Count chart is enclosed in the packets. Limited and express hours are established as a safety protocol. We are open 4 hours/day. Approximately 50 visitors enter the building within the 4 hours, 10-15 per hour.
- 43% of IL Libraries are open, 57% are Curbside or closed to walk in visitors.
- 6 staff members are back to work following quarantine protocol.
- We continue to contact the IL Department of Health for COVID procedure recommendations.
- Professional cleaners are here 6 days/week. Staff does an hourly area sanitization and washes their hands upon entering and exiting the building. Face shields are available in addition to masks if requested. PPE supply is adequate.
- Will County is currently stabilized at 17%.
- With a current, limited walk-in visitor schedule, we can move to Curbside only, as necessary if there are further mitigations.

There was a short discussion regarding current hours. The board agreed to remain with the current schedule, but be ready to move to *Curbside only* if circumstances change.

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

Assistant Manager Alex Annen summarized her work history at Homer Library to the board. In December 2004, Alex started as the Reference Librarian and progressed to Adult Services Manager. Here 16 years now, she is excited to be undertaking a new leadership role as Assistant Library Director.

Adult/Teen Services Manager Heather Colby recapped her history to the board. In 2006, Heather fulfilled her Internship at Homer Library and was officially hired in 2007. As a 14-year staff member here, she looks forward to her new Adult Management position.

President Klunk congratulated both staff members. She also noted Heather's Tribune news article. ILA highlighted Heather's newspaper quote on their Facebook page.

Other reports are available in Trustee packets from Circulation, Adult Services, Teen 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 had no new business to report.

### **EXECUTIVE/CLOSED SESSION**

Trustee Lund made a motion to go into CLOSED SESSION at 8:12 pm for the purpose of discussing personnel 2(c)(1). Trustee Dahlstrand seconded the motion. All in favor, motion passed.

### **OPEN SESSION**

At 8:20 pm the board came out of CLOSED SESSION.

### **ADJOURNMENT**

At 8:20pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, January 25, 2021 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION Meeting – November 30, 2020**

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**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Cindy Bochenek, Secretary (via Zoom)  
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Dr. Eileen McCaffrey  
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**CLOSED SESSION**

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At 8:20 pm Trustee Lund made a motion to come out of CLOSED session. Trustee Dahlstrand seconded. All in favor, motion passed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant