

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 28, 2020

President Klunk called the meeting to order at 7:02pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
Cindy Bochenek, Secretary
Kitty Mitchell, Treasurer
Dr. Eileen McCaffrey
Clare Lund
Dr. Rita Woods (7:26 pm)

Staff Present

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

Trustees Excused

AUDIENCE TO VISITORS

President Klunk acknowledged library staff and welcomed visitor Joan Rojek.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- The Per Capita Grant check for \$48,823.75 was received.
- A thank you letter was received from a patron, noting the professional assistance and courtesy from Adult Services staff Becky Vallejo.
- A thank you note was received from In-service presenter Isabelle Raci.
- A thank you note was received from Kay Carahen for the specialty boxes the Bookmobile dropped off for the Marian Village Book Club participants.
- A thank you note was received noting appreciation of the Bookmobile Manager Maryellen Reed and staff from the Marian Village Book Club.
- (1) Tax Appeal was received from the Will County Board of Review.

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the August 24, 2020 Special Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

Trustee Bochenek made a motion to accept the minutes of the August 24, 2020 Regular Session Library Board meeting. Trustee Dahlstrand 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 August 31, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated August 31, 2020
- Transaction Detail dated August 26 – September 28, 2020
- Deposit Detail dated August 25 – September 28, 2020
- Petty cash dated July 24, 2020

Trustee Dahlstrand moved to approve bills and petty cash dated July 24 – September 28, 2020 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Mitchell moved to transfer \$100,000 for September bills and October 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:

- **REALM** ([REopening Archives, Libraries, and Museums Project](#)) OCLC, the Institute of Museum and Library Services, and Battelle have concluded their 4th research study on how long the COVID-19 virus survives on materials that are commonly handled in archives, libraries, and museums. REALM concluded coronavirus is found to survive under certain conditions for 7-days. Homer Library follows a 7-day quarantine for all materials and donations received. Quarantined materials are held in all Study and Quiet Reading rooms.
- A Phased Re-Opening Plan continues with protocols based on the Governor's order for Region 7. Modifications to operate are the highest priority in regards to the health and safety of library patrons, visitors, and staff as its' main component. While we offer walk-in visits in the building, we will continue curbside services for those that want contactless material pickup. All programs will be undertaken virtually.
- For walk-in visitors, we have greeters stationed at the entry with hand sanitizer and masks. This helps to answer any questions and keep a count of people who enter/exit. Signage, acrylic safety guards, and sanitizer stations are in place for visitors. Limits on the number of visitors will follow the directive from State of IL and will continue to be reviewed. Cleaning and sanitizing teams have been added.
- We are conservatively operating @ 14% of the library budget for the 3-month period.
- We were awarded a \$15,000 PPE Grant.
- Stats for this month:
 - 3303 returned items – all quarantined for 7-day safety due to coronavirus
 - 5,221 circulated items via curbside
 - 3,009 holds for pickup of materials received
 - 50 new library cards issued
 - 300-400 free book bags distributed via curbside
 - Almost 700 free craft kits distributed via curbside
- Shelter in Place initiative continues, seeking community recipes this month.
- PR continues with the weekly e-newsletter, Facebook and Instagram.
- ILA Conference will be held virtually this year. Trustee Day is October 22.
- September is Literacy month and Library card sign up month.
- Programming continues with e-programming LIVE and VIDEO; virtual.
- A new Little Free Library was donated by the Will County Reading Council.
- We continue to submit grants – there may be a possible second PPE grant forthcoming.
- Per RAILS, 50% of public libraries are open to walk-in visitors in IL. 50% are still planning their opening or offering Curbside Services, as we continue to do.

Visitor Joan Rojek was invited to comment. There was a short discussion regarding ventilation in the library. The Library HVAC is an updated system, but will be reviewed.

There was a short discussion regarding the reopening with walk-in visits. It appears that people are still hesitant to visit in person. Expanded days and hours are under review, as is adding seating. There was a short discussion regarding volunteers. Due to the circumstances of COVID-19, volunteers are not an option as greeters.

- Senior/At-risk hours are established for Wednesday/Saturday. The Village and Township are aware of the special hours and the walk-in schedule.
- Hand sanitizer is available throughout library. We offer masks or other accommodation for those who have no mask.

President Klunk acknowledged visitor/patron Joan Rojek and thanked her for input.

Other Manager's Reports

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

Phased Opening Plan

See Director's Report.

Truth in Taxation Certificate

The Certificate was made available for public review.

Adopt Levy Ordinance FY 2020/21-02

Trustee Lund made a motion to adopt the Levy Ordinance 2020/21-2 for the Levy and Assessment of Taxes for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, of the Homer Township Public Library District, Will County, IL. Trustee Woods seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 7:52pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, October 26, 2020 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant