

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – July 26, 2021

Vice President Dahlstrand called the meeting to order at 7:29pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Dr. Rita Woods (7:29pm)
Dr. Eileen McCaffrey

Staff Present

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

Trustees Excused

Jane Klunk, President
Cindy Bochenek, Secretary
Clare Lund

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged Dave Lennon; Senesac & Lennon, Nanette Andersson; Engberg Anderson, Dan Eallonardo; Independent Construction Services, Andrew Kim; PMA Securities LLC, Bob Lewis; PMA Securities LLC, and library staff.

NEW BUSINESS

Engberg Anderson Project Overview

Nanette Andersson explained that the Schematic Design is complete (15% completion of project). She reviewed revisions to the north addition, west addition, a code analysis, demo plan, and renovation of existing space.

Trustee Mitchell made a motion to give Director Kozel-La Ha permission to sign the Schematic Design Report presented by Engberg Anderson. Trustee Woods seconded. All in favor, motion passed.

PMA Securities, LLC Bond Agent

Robert Lewis; Sr Vice President, Managing Director, presented a Market Update & New Money Analysis report, explaining financing and a time line which included information regarding interest rates, and finance options. The library has strong financial capacity to undertake a capital project.

Andrew Kim, Director, Public Finance, presented a Financial Projection Analysis report explaining the operating budget which included information regarding the Levy, General Fund, and Operating Expenditures. A 15-year bond was projected within the analysis.

There was a short discussion regarding bonds.

Robert Lewis and Andrew Kim departed the meeting.

There was a short discussion regarding financing. Dan Eallonardo and Dave Lennon discussed their recommendations with the board.

The final design and budget will be presented by Engberg Anderson at the September meeting.

Dave Lennon and Dan Eallonardo departed at 9pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A thank you card from a library patron regarding library programs.

APPROVAL OF MINUTES

Trustee Woods made a motion to accept the minutes of the June 28, 2021 Regular Session 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 June 30, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated June 30, 2021
- Transaction Detail dated June 30 – July 28, 2021
- Deposit Detail dated June 29 – July 26, 2021

Trustee McCaffrey moved to approve bills dated June 30 – July 28, 2021 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee McCaffrey moved to transfer \$150,000 for July bills and August 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.

EXECUTIVE LIBRARIAN'S REPORT

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

- On Sept 7 we will resume 8-9pm hours which puts us at 100% of regular hours.
- On Sept 12 Sunday 4-8pm hours will resume.
- The Quiet Reading Room is projected to open in September.
- Tue/Sat give-away total for June: Book bags=233 / Crafts=798. These giveaways will end August 31.
- The Micro pantry is almost finished being built. We will showcase it with a kick-off celebration in conjunction with a Used Book Sale.
- Usage is picking up. Stats: Returns=8,759 / Check-outs=10,000+ / Curbside 28% increase
- The 2022 Winter Reading program theme is "Flock to the Library" – Audubon theme.
- A historical budget chart is enclosed. There was a positive year-end surplus.
- Youth Services furniture is being brought back in place.

Assistant Director's Report

Assistant Director Annen recapped the following:

- She attended the Petting Zoo on Saturday (as a visitor) – great event!
- Summer Reading ended today. 764 patrons participated, which is a little low.
 - 33% of the participants were adults
- Year of Celebration is being planned for 2022, including geocaching.
- Google Career Certificates will be advertised this week. The first 50 will go out in September.

Other Manager's Reports

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 was not present to report.

Policy

President Klunk was not present to report.

Legal

Trustee Woods had no new business to report.

Tentative Budget & Appropriation Ordinance 2021/22

A tentative draft was enclosed in the board packets for review. Director Kozel-La Ha provided a brief overview.

Trustee McCaffrey made a motion to approve the Fiscal Year July 1, 2021 thru June 30, 2022 Budget & Appropriation Ordinance of the Homer Township Public Library District in Will County, Illinois. Trustee Woods seconded. All in favor, motion passed.

COVID-19

90% of patrons are unmasked. Currently no issues.

Other

Director Kozel-La Ha stated that Dan Eallonardo's father recently passed away. She proposed adopting a leaf in his honor for the Library Donor Tree. The board was in agreement. Director Kozel-La Ha will ask the family what they would like engraved.

Trustee McCaffrey suggested updating the library website to include a picture and bio of each Library Trustee. The board agreed to also do a "Meet the Trustees" feature on Facebook.

ADJOURNMENT

At 9:33pm Trustee Dahlstrand adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, August 23, 2021 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant