

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – March 22, 2021

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
Kitty Mitchell, Treasurer
Clare Lund
Dr. Rita Woods (7:02pm)

Staff Present

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

Trustees Excused

Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

President Klunk acknowledged library staff and Accountant Dave Lennon of Senesac & Associates and Auditor John Williams of Hearne & Associates.

NEW BUSINESS

Audit Review John Williams/Hearne & Assoc.

John provided an Audit summary from November 2020 and reviewed some of the highlights. Total assets and the library's net position both increased, and liabilities were reduced. Revenue and expenditures were comparable to 2019. Benefit and other funds remain strong and John noted management of accounting as accurate and proper.

John thanked the board for the opportunity to work with the library. John departed the meeting.

Accountant Dave Lennon/Senesac & Assoc.

Dave stated that the library is in an excellent financial position. He noted there were proper funds to consider an expansion. The surplus is good and bonds were refinanced at an appropriate time that generated an extended cost savings. He suggested maintaining the current bond (8-10 years left), due to the low interest rate and generating a second bond (roll them together if possible) as the board reviews plans to update the library.

There was a short discussion regarding time line and expansion plans.

Dave stated that due to the library's current financial stability, expansion is a reality. His advice was to get solid numbers from the Architect due to new construction demand and costs. Consider to use \$1.5 million cash reserves and borrow the rest on a 15-year bond. Existing surplus can be effectively used to pay the new bond costs.

Dave offered to return when we get firm dollar amounts. Director Kozel-La Ha can propose Option E to Engberg Anderson with options to adjust, dependent on costs. Dave departed the meeting at 7:36pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- The library will be a double polling place – closed to the public April 6
- Protocol when employees test positive for COVID-19

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the February 22, 2021 Regular Session Library Board meeting. Trustee Lund seconded the motion. All in favor, motion passed.

Trustee Dahlstrand made a motion to accept the minutes of the February 22, 2021 CLOSED 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 February 28, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated February 28, 2021
- Transaction Detail dated February 24 – March 24, 2021
- Deposit Detail dated February 23 – March 22, 2021

Trustee Dahlstrand moved to approve bills dated February 24 – March 24, 2021 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund moved to transfer \$124,000 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 Bochenek 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:

- COVID-19
 - Our personal plan follows the Restore IL Reopening Plan
 - March 1 – extends hours to 4pm
 - March 15 – extending morning hours from 10am to 9am
 - Phase IV: Positivity rate continues to drop – currently 1.22%
 - Adding additional evening hours
 - April 26 we will be back to 90% of our regular hours (pre-COVID)
 - Bookmobile starts April 5
 - Safety protocols will be in place with acrylics, masks, PPE, limited number on board, etc.
- Looking to start programming – challenge is space limits and safety.
- When senior vaccines are at 70% (currently at 60%) we can move to the next “bridge” phase.
- Quarantine is currently 7 days – proposing a 3-day quarantine
 - RAILS (and several libraries) have moved to a 1-day due to transmission studies
 - Orland and White Oak are currently at a 1-day quarantine
- We will continue free book and craft giveaways

- White Oak has cancelled all large programs at this time for 2021
- We offer 20 free copies/day – this will be coming to a conclusion in the future
- Would like to resume proctoring exams soon
- All study rooms are currently being used for quarantine
 - 3-day quarantine would open 3-4 rooms
- Outdoor Petting Zoo event coming in June
- Proposed programming includes a Walking Book Club, Outdoor Story Time, etc.
- We will serve as a double polling place on April 6 (Precincts 2 & 7)
- National Library Week is April 4-10
- Expenditures are at 47% at the 8-month mark
- A new Little Free Library is being installed in the Dog Park on 151st St
- Sunday Curbside pickup will discontinue for the summer

The Board agreed to reduce quarantine to 3 days, and as things improve consider to reduce to a 1-day quarantine. We will transition to 3-day quarantine immediately.

Director Kozel-La Ha will contact the Village regarding use of their event tent or researching one for outdoor program space. She is confirming liabilities with insurance.

Assistant Director Annen is excited to start programming and supports expanding hours. The library may consider an outdoor Book Sale.

Director Kozel-La Ha and Assistant Director Annen recently met with Village staff to coordinate programs including the annual holiday program in December.

Assistant Director's Report

Assistant Director Annen recapped the following:

- The Winter Reading Challenge had 342 participants (1/3 participated on paper, 2/3 participated online through "Beanstack")
- Annen still conducts the Adult Book Discussion – participants are asking to meet outdoors
- Programs will continue to be offered via ZOOM even after COVID-19 due to patron demand
- The Chick program ends this week – 14 hatched. The event was live streamed via YouTube (which counts for IPLAR stats).

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 had no new business to report.

Policy

President Klunk had no new business to report.

Legal

Trustee Woods had no new business to report.

Non-Resident Fee

Director Kozel-La Ha stated that there are currently 24 non-resident cards active. She is requesting to retain the current rate of \$170.

Trustee Lund made a motion to retain the non-resident fee of \$170. Trustee Bochenek seconded the motion. All in favor, motion passed.

Other

Happy birthday to Business Manager Carol McSweeney!

EXECUTIVE CLOSED SESSION

At 8:17pm Trustee Dahlstrand made a motion to go into closed session for the purpose of discussing Security 5 ILCS 120/2(c)(8). Trustee Mitchell seconded. All in favor, motion passed.

Business Manager McSweeney and Administrative Assistant Nakutis were excused from Closed Session.

OPEN SESSION

At 8:40pm the board resumed open session.

ADJOURNMENT

At 8:42pm Trustee Lund made a motion to adjourn. Trustee Woods seconded. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, April 26, 2021 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant