

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – November 29, 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 (7:25 pm)

Staff Present

Sheree Kozel-La Ha, Executive Director
Alex Annen, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant
Heather Colby; Adult Services Manager
Jessica Winterstein; Teen Librarian
Diane Matecki; Youth Services Assistant Manager

Trustees Excused

Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

President Klunk acknowledged Dan Eallonardo; Library Consultant – Independent Construction Services, Bob Lewis; PMA Securities, LLC and library staff.

NEW BUSINESS

Ordinance 2021/22-3

- Bob Lewis discussed borrowing funds
 - 15 year, independent from other bond
 - Debt Certificate – no hearing or petition period, not to exceed \$2.5 million
- Bob departed at 7:06pm

ICS Review – Dan Eallonardo

- Documents going out to bid – should be 50% done by end of year
- Working on color schemes
- Working on presentation to Village Trustees (Dec 16)- currently no variances required. We will present a “Site-Use” revision.
 - Emphasis on the fact that the project will be funded by current holding/borrowing power – no request from tax-payers.
 - Current plan does not include a new outdoor digital sign because that would be a variance due to the current Village Sign Ordinance. The sign is an add-on for a future decision as the current sign is damaged so plans will be to update it.
- Architect will reach a point where they require Village approval before moving forward
- Bids = mid-February (4-week period)
- Open bids/review = mid-March. Make a recommendation to the Board.
- \$237,000 = furniture approximate
- Architect will make final presentation in mid-February – there will be a Special board meeting.
- Project should come in under \$3.89 million
 - No longer placing a wall in Magazine area. It is an easy “stand-alone” project that could be done at a later date.
- Director Kozel-La Ha noted that there is an additional cost of \$50,000 for an updated phone system which is currently not in the budget.
- This renovation will be less invasive than the previous renovation.

- There will be limitations in New Books and Youth Services (north wall) at points while doing the addition.
 - Shouldn't be any interruption in service, may have minimal closing.
- Director Kozel-La Ha noted that the Auditor and Accountant will be in attendance at the January board meeting.
 - Current surplus is \$430,000 compared to \$393,000 in 2020
 - We can use surplus for capital improvement expenses (carpet, Bookmobile, etc.)
- Dan departed the meeting at 7:32pm

Personnel Introductions

- Heather Colby – has been the new Adult/Teen Services Manager for 1 year now
 - New projects include Puzzle Swap and Memory Kits (presented a sample). We have 8 Memory Kits geared towards Dementia, or memory loss patrons. There are 2 kits for every stage. We will be promoting the Memory Kits in the library and through Outreach Services.
- Jessica Winterstein - new Adult Services/Teen Assistant – started in September
 - Working on Teen Volunteer events – wrapping gifts, seed planting event, etc.
 - Working on new pamphlets
- Diane Matecki - new Youth Services Assistant Manager – been working in Youth Services 4+ years, but recently promoted
 - Wiggles & Giggles (Up to 35 months)
 - STEM Program (5-8 year olds)
 - Break-In Bags (5-8 & 9-12 year olds) – presented samples

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A thank you card from a patron to Bookmobile Manager Maryellen Reed for a Book Club book delivery via outreach.
- A letter of resignation from Lanae Yong/Adult Services – last day Dec 8
- A letter of resignation from Gianna Cilella/Circulation – last day Nov 2
- A letter of resignation from Alexis Langford/Page - last day Nov 12
- A note and \$399 check from Walter Konow of Konow Corn Maze for the purchase of a new incubator for the annual Chick-It-Out program

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the October 24, 2021 Regular 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, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated October 31, 2021
- Transaction Detail dated October 26 - November 29, 2021
- Deposit Detail dated October 26 – November 29, 2021

Trustee Dahlstrand moved to approve bills dated October 26 – November 29, 2021 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 \$220,000 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 Woods 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:

- 3 resignations were tendered
- Welcome 2 new staff members Lori Brett and Lynn Heusing. We will be posting notice for the opening in Adult Services.
- Budget is at 24% at the same time last year. There was a brief discussion.
- Positivity rate currently at 5.5% for Will County. Safety protocols still in place.
- Holiday Celebration this Sunday with Santa, Snow Queen, Rudolph, and a DJ. We will be open 1-8pm
- Seasonal décor is up.
- Carpet samples are on display – under review for new Youth Services area
- The Library has joined the Village of Homer Glen app
- Our 2nd Vaccine Clinic will be held Dec 4 with booster shots available. First one was well attended.
- Donations this month include: Bling Fling \$163 / Incubator \$399 / Micro Pantry \$700
- Working on Inter-governmental Agreement with Village to connect to the Heritage Park parking lot.
- Health insurance recommendation to opt for Blue Option PPO = 1.8% increase
- Puzzle Swap and Memory Kits are new
- 446 items added to the collection monthly
- Congratulations to Alex and Heather on their 1-year anniversary in their new positions
- \$50,000 Grant Award – Adult Services putting together items for job searching, etc.
 - Adding 24 computers and Job Seeker and Life Skills collection
 - 2 dedicated computers for resumes and job searches
- New server in December
- Maintaining a conservative budget with surplus funds
- Working on Board biographies for website – submit photo and statements

Assistant Director's Report

Assistant Director Annen recapped the following:

- Helping with departments, assisting with interviews
- Spring Craft Fair in March – reviewing applications
- Google Career Certificates starting up again in March and April
- Year of Celebration starts in January with monthly celebrations
- Snowman [penguin] entry for Village Snowman Walk created by Patti Nakutis, Jody Olivieri, with help from Lisa Freisleben

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 was not present to report.

Ordinance 2021/22-5

Trustee Lund made a motion to accept Ordinance 2021/22-5, an Ordinance authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Homer Township Public Library District, Will County, IL and for the issue of not to exceed \$2,500,000 General Obligation (Limited Tax) Debt Certificates, Series 2022, of said Library District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof. Trustee Mitchell seconded. All in favor, motion passed.

Bond Abatement Ordinance 2021/22-4

Trustee Mitchell made a motion to accept Ordinance 2021/22-4, an Ordinance abating the tax heretofore levied for the year 2021 to pay debt service on General Obligation Refunding Library Bonds (Alternate Revenue Source), Series 2020, of the Homer Township Public Library District, Will County, Illinois. Trustee Woods seconded. All in favor, motion passed.

COVID-19 Update

See Director's Report.

ADJOURNMENT

At 8:23pm President Klunk moved to adjourn.

The next regularly scheduled board meeting will be on Monday, January 24, 2022 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant