

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – November 28, 2022**

President Klunk called the meeting to order at 7:03pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Clare Lund

**Trustees Excused**

Dr. Eileen McCaffrey  
Rita Woods

**Staff Present**

Sheree Kozel-La Ha, Executive Director  
Carol McSweeney, Business Manager

**Staff Excused**

Alex Annen, Assistant Director  
Patti Nakutis, Administrative Assistant

**AUDIENCE TO VISITORS**

President Klunk acknowledged ICS Construction Consultant Dan Eallonardo, library staff, and 1 member of public audience Karen Adamack. Board members and staff introduced themselves to the public audience.

**PUBLIC COMMENT**

Library patron and Homer Glen resident Karen Adamack attended to thank the library for the fine job they are doing and for instilling a love of reading in her children. Specifically, she lauded Trustee Mitchell for the many various roles she has done that support the library and services to our community. She noted appreciation for Administrative leadership at the library (Kozel-La Ha) and at the Trustee level for the expansions and cooperation with other entities that benefit residents. She provided a book bag that was distributed at the 10<sup>th</sup> Library Anniversary.

**NEW BUSINESS**

**ICS – Dan Eallonardo**

- Reports provided including Status Report dated November 28, 2022
- Eallonardo provided an updated schedule with tentative completion
- Grounds will be addressed this coming spring, specifically in April, 2023
- Site lights will conform to noted requirements
- Contingency Summary provided
  - Balance of \$16,000 remains in allowance budget
- Windows may be delayed until February
- Interior work to begin due to window delay
- Gazebo is up and pavers are done
- Currently no change orders
- Progress payment #7 is due – \$471,256.14
- Tracking shipment of Veteran's ball
- Furniture is out to bid
- Shaun Kelly has transitioned as the Lead Engberg Anderson Architect for the continuation of the library project

There was a brief discussion. Dan departed the meeting.

## **CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A thank you card was received from Heritage Corridor Business Alliance with a list of upcoming programs.

## **APPROVAL OF MINUTES**

Trustee Mitchell made a motion to accept the minutes of the October 24, 2022 Regular Session Library Board meeting. Trustee Bochenek 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, 2022.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated October 31, 2022
- Transaction Detail and Deposit Detail dated November 2022
- Petty Cash report dated November 28, 2022

Trustee Dahlstrand moved to approve bills dated November 2022 as stated and Petty Cash dated November 28, 2022. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Lund moved to transfer \$550,135 from Old Plank Trail Bond Account to Old Plank Trail General Account to pay October construction costs. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Lund moved to transfer \$794,000 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 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:

- On November 8 the Library had 1,695 residents enter to cast their ballot. The Library served as a Polling Place for both Precinct 2 and 7 and was open for voting only.
- Shaun Kelley of Engberg Anderson Architect is our new Lead Architect Coordinator.
- Per Capita Grant application for \$60,119 was submitted.
- Conservative budget work continues; 26% expended in first quarter.
- Library teens will participate in a leadership initiative to undertake 50 holiday bags to Meals on Wheels program recipients in December.
- Public library computers average use time is 5 hours with 355 users this past month.
- Community usage is strong, approximately 250+ visitors daily.
- 710 crafts were distributed this month.
- The 1,000 Books Before Kindergarten program has 1,258 participants.
- 477 items were added into the collection this past month.
- The BCBS had a 3% renewal rate, under the approved and allocated 6%.
- 40<sup>th</sup> Anniversary of Library ends in January 2023.
- Three Kentucky Coffee Trees were planted, courtesy of Ron Bengston.
- Treats for Troops generated 900+ pounds of candy for the troops.

- At Trunk or Treat, library staff and the Bookmobile supplied 2,000 treat packs. The library's Heritage Park Scarecrow Walk entry took 3<sup>rd</sup> place and staff are working on an entry for Snowman Walk.

### **Assistant Director's Report**

Assistant Director Annen was not available to report.

### **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.

### **Insurance Update**

The Horton insurance had a 4% increase. This includes the two construction areas.

At 7:57pm Trustee Dahlstrand made a motion to adjourn. Trustee Mitchell seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, January 23, 2023 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant