

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 26, 2022

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
Kitty Mitchell, Treasurer
Clare Lund (Acting Secretary)

Staff Present

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

Trustees Absent

Cindy Bochenek, Secretary
Dr. Rita Woods
Dr. Eileen McCaffrey

APPOINT TEMPORARY SECRETARY

Trustee Dahlstrand made a motion to designate Trustee Lund as Acting Secretary for September 26, 2022. Trustee Mitchell seconded the motion. All in favor, motion passed.

AUDIENCE TO VISITORS

President Klunk acknowledged Dan Eallonardo; Library Consultant – Independent Construction Services, and library staff.

PUBLIC COMMENT

No public in attendance.

NEW BUSINESS

ICS – Dan Eallonardo

An Expansion and Renovation Report dated 9/26/22 was provided and reviewed. Dan provided an update regarding progress on the west addition, north addition, detention area, and site work.

- The monument sign was relocated in order to build the new one
- There are no contingencies or change orders this month
- Issues Log: Price negotiated for allowance authorization next month
- 23% of contract paid with this month's pay application
- Architect submitted Electrical Site Lighting Permit to the Village
- No further information from Village regarding permit fees
- Union reps are not present on property

Dan departed the meeting at 7:18pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from the Will County Board of Review regarding a tax exemption application.
- A letter from IL State Librarian Jesse White of the Office of the Secretary of State donating [Art] books from the estate of Marie Ann Templeton.
- A check was received from the Per Capita Grant of \$60,119.53.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the August 22, 2022 Special Session Library Board meeting. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Trustee Lund made a motion to accept the minutes of the August 22, 2022 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 August 31, 2022.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated August 31, 2022
- Petty Cash dated August 22, 2022
- Deposit Detail dated August 23 thru September 26, 2022
- Transaction Detail dated August 27 thru September 26, 2022

Trustee Dahlstrand moved to approve bills and Petty Cash dated August 22 thru September 26, 2022 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 approve the transfer of \$198,530.21 to pay August construction costs. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Mitchell moved to approve the transfer of \$320,000 to pay 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.

EXECUTIVE LIBRARIAN'S REPORT

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

- Spending remains conservative. We were \$322,000 under budget for the fiscal year.
- Currently at 13% spending for the new fiscal year
- Website update continues
- ILA Conference is Oct 18-20. Trustee Day information was emailed
- 624 craft giveaways this month
- Usage is strong and growing
- Micro Pantry is very active
- 2 new Little Free Libraries to be placed – 1 in a local subdivision
- A new Micro Pantry will be placed at Homer Jr High, funded by Arbor
- A storage facility for medical supplies was discussed with 33C Rep
- Final grant report for \$50,000 Grant Award has been turned in
- *Job Fair in a Bag* is very popular
- *Senior Harvest* is Wednesday, Sept 28 (Gleaners Arbor event)
- Levy Ordinance to be discussed under New Business
- After a brief discussion, the Trustees approved the removal of acrylic [COVID] barriers on desks at the Director's discretion.
- No response from Village personnel regarding permit fees – Director Kozel-La Ha and possibly a Trustee(s) to attend an upcoming Village meeting.

Assistant Director's Report

Assistant Director Annen recapped the following:

- Shark Bank Contest - 117 Shark banks sold, and voting complete
- "Guess the Weight of the Pumpkin" runs through October (pumpkin from Konow Farm)
- New Letterboxing location for October will be at Heritage Park
- Website work continues with Committee (Alex, Heather, Sheree) every Wednesday with *Library Market*. Should be complete in November. There was a short discussion.
- Attended LACONI meeting and virtual Recharge meeting

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.

Truth in Taxation Certificate

The Board is in compliance.

Adopt Levy Ordinance FY2022/23-2

Director Kozel-La Ha briefly reviewed the Levy Ordinance.

Trustee Lund made a motion to approve Ordinance 2022/23-2 for the Levy and Assessment of Taxes for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023, of the Homer Township Public Library District Will County, Illinois. Be it ordained by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois. Adopted and approved on this 26th day of September, 2022 pursuant to a roll call vote. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 8:02pm Trustee Dahlstrand made a motion to adjourn. All in favor, motion passed.

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

Respectfully submitted,

Patti Nakatis

Administrative Assistant