

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – April 25, 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  
Dr. Rita Woods  
Clare Lund  
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**

Cindy Bochenek, Secretary

**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**

- Pre-construction meeting with contractor upcoming to review schedule, questions, pay process, etc.
- Building permit has been reviewed – final issuance contingent on contractor and sub-contractors being registered with Village.
- Site work will begin with fencing, construction equipment, excavation, and demolition.
- Alternate 1- proposal received from current HVAC provider is under review to accept the Alternate or proceed separately.
- Sign variance request (new monument sign, not message board) – will go to Village Plan Commission on May 5, then to Village Board Meeting on May 25.
- Progress Report will be provided at every board meeting detailing schedule, process, issues, etc. as well as an update on the budget.
- Some parking may be impacted.
- Front door access planned to always be available during construction.

There was a brief discussion.

**Bond Update**

Historical Budget Chart provided by Director Kozel-La Ha. Current and future Capital on hand will be used for construction, renovations, and future capital improvements such as new roof, carpet, etc. After review with Accountant, PMA and Administrative staff it was recommended to bond \$1.5 million and put \$2.5 million into the construction project. There was a brief discussion.

Trustee Dahlstrand made a motion to bond \$1.5 million and expend cash reserves for capital improvements/construction. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Donor chart provided by Director Kozel-La Ha. \$200,000+ raised in the last 10 years, including a Veteran's Memorial Fountain for the new Art Garden.

Dan Eallonardo departed the meeting at 7:23pm

### **CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A \$75,000 check was received from Homer Glen Foundation for the new Veteran's Memorial Fountain. A recognition leaf will honor the Foundation.
- A \$1,500 donation was received from True Tech Systems, Inc. to be used where appropriate. They will be receiving a recognition leaf on the Donor Tree.
- A letter was received from Charlene Amoroso; Office of House Republican Leader Jim Durkin regarding the COSMIC Summer Reading program. 500 pamphlets will be dropped off.
- A letter was received from Michelle Powell; Law Office of Joseph A Marciniak regarding a Workers Compensation claim that has been resolved.
- An email was received from Jenny Mills; Chair of LIMRiCC Board regarding the ballot to amend the Intergovernmental Agreement that required 100% voting to majority.
- (1) Tax Appeal was received from Will County Board of Review
- A thank you letter was received from Pam and Emily Kay Simpson for honoring Erin Nicole Simpson.
- A Thank you card was presented to the Board of Trustees from Director Kozel-La Ha for flowers sent to staff during National Library Week
- A thank you card was received from Circulation Manager Jody Studer.
- A thank you note was received from Adult Services Assistant Manager Becky Vallejo for her recent promotion and Robert P Doyle Award.
- A positive Facebook comment was posted regarding Circulation staff Shannon

### **APPROVAL OF MINUTES**

Trustee Lund made a motion to accept the minutes of the February 28, 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 March 31, 2022.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated March 31, 2022 and February 28, 2022
- Deposit Detail dated March 29 thru April 25, 2022 and March 1-28, 2022
- Transaction Detail dated March 29 thru April 25, 2022 and February 28 thru March 28, 2022

Trustee Dahlstrand moved to approve bills dated February 28 thru March 29, 2022 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to approve bills dated March 29 thru April 25, 2022 as stated. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **Transfer of Funds**

Trustee Lund moved to approve the transfer of \$160,000 that paid 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 Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to transfer \$135,000 for April bills and May 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:

- Becky Vallejo was recently promoted to Adult Services Assistant Manager
- Bridie Hearne accepted the position of Bookmobile Manager effective July 1
- Shannon Snidanko was recently promoted to Circulation Lead. Circulation Manager Jody Studer will return with limited hours beginning May 2
- A resignation letter was received from Bookmobile Clerk Erica Moll due to a change in her school schedule.
- We recognize Administrative Assistant Patti Nakutis for Administrative Professionals Day this Wednesday.
- Usage is up 20%, patron on-site visits also up
- 10,000+ items were checked out this month
- The new Art Garden will feature a Veterans Memorial water feature
- The Little Free Library at Heritage Park is expected to be installed soon
- Stats include 690 crafts this month, 1,027 visitors at Spring Craft Fair, and \$1,625 raised during the Used Book Sale
- The bond amount projected to be \$1.5 million
- The Worker's Compensation claim has been settled
- Beginning Sunday, May 29 Sunday hours will cease until September. This equates to a savings of approximately \$6,000/month.
- The new phone system will realize a savings of \$6,000 over 3 years
- Website update is coming – 20-week process
- Sign variance – see New Business
- We are applying for an abatement of construction fees (\$20,000)
- Library staff will be able to park at the Village during construction
- "Light the Fire" In-Service sessions have begun
- 2019 Minimum wage mandate – 2<sup>nd</sup> adjustment scheduled for May (across the board)
  - New hires are being cross-trained for increased department coverage
  - Some staff being upgraded to IMRF status for increased coverage
  - Minimum wage: 2022 = \$12 / 2023 = \$13
- We will be sign a 3-year contract for a new phone system; includes free phones

## **Assistant Director's Report**

Assistant Director Annen recapped the following:

- Helping with Circulation duties in the absence of Circulation Manager Jody Studer
  - Training new staff – Circulation staff also stepped up to assist with training and duties
- Blood Drive collected 15 units which equates to saving 45 lives. They will be returning in August and November for another Blood Drive.

- A Year of Celebration: March featured a Tiny Art Show. April features a “Nature All Around You” Photo Challenge. May will feature a Star Wars theme with “Where’s Grogu?” and a light saber give away.
- We will continue the monthly Letterboxing program.
- The second round of Google certificates included 12 participants.
- A Smithsonian Poster Exhibit – Women Inventors is on display in the Adult Services department.

### **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**

The current non-resident fee is \$170. Ten to fifteen cards are issued annually. Director Kozel-La Ha suggested maintaining the \$170 fee.

Trustee Woods made a motion to maintain the current rate of \$170. Trustee Mitchell seconded the motion. All in favor, motion passed.

### **COVID-19**

80-90% of patrons come in not masked. Acrylics will remain up at Circulation and Help Desks.

### **Other**

Director Kozel-La Ha commended Assistant Director Annen with her work in the Circulation department during the absence of Circulation Manager Jody Studer.

### **ADJOURNMENT**

At 8:07pm Trustee Lund made a motion to adjourn. Trustee Woods seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, May 23, 2022 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant