

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – July 25, 2022

ROLL CALL

Trustees Present

Jane Klunk, President
Kitty Mitchell, Treasurer
Cindy Bochenek, Secretary
Dr. Rita Woods (7:05pm)
Dr. Eileen McCaffrey
Clare Lund

Staff Present

Sheree Kozel-La Ha, Executive Director
Alex Annen, Assistant Director

Dan Eallonardo, Library Consultant

Trustees Excused

Dr. Phyllis Dahlstrand, Vice President

EXECUTIVE/CLOSED SESSION

2(c)(11)Administrative

2(c)(8) Security

At 7:03pm Trustee Mitchell made a motion to go into CLOSED SESSION for the purpose of discussing Administrative 2(c)(11) and Security 2(c)(8). Trustee Bochenek seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 7:55pm the board came out of CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – July 25, 2022

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

ROLL CALL

Trustees Present

Jane Klunk, President
Kitty Mitchell, Treasurer
Cindy Bochenek, Secretary
Dr. Rita Woods (7:05pm)
Dr. Eileen McCaffrey
Clare Lund

Staff Present

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

Trustees Excused

Dr. Phyllis Dahlstrand, Vice President

AUDIENCE TO VISITORS

President Klunk acknowledged Dan Eallonardo and library staff.

PUBLIC COMMENT

No public in attendance.

EXECUTIVE/CLOSED SESSION

2(c)(11)Administrative

2(c)(8) Security

At 7:03pm Trustee Mitchell made a motion to go into CLOSED SESSION for the purpose of discussing Administrative 2(c)(11) and Security 2(c)(8). Trustee Bochenek seconded the motion. All in favor, motion passed.

Business Manager McSweeney and Administrative Assistant Nakutis were excused from CLOSED SESSION.

OPEN SESSION

Action Pursuant to CLOSED SESSION

At 7:55pm the board came out of CLOSED SESSION. Business Manager McSweeney and Administrative Assistant Nakutis returned to the meeting.

NEW BUSINESS

ICS – Dan Eallonardo

An Expansion and Renovation Report dated 7/25/22 was provided and reviewed.

- West addition: working on framing
- North addition: demo to begin on existing sun room
- We are underway on framing, both doors and windows have been ordered. Doors tentatively scheduled to arrive by December 7.
- Payment due to contractor this month
- RoMAAS providing a schedule update July 28, 2022
- No issues regarding permit
- Issues Log: Potential changes, but nothing of impact
- Water ball being made in China – won't be installed until Spring 2023

Dan departed the meeting at 8:02pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- An award letter from IL State Librarian Jesse White regarding the Per Capita Grant being awarded in the amount of \$60,119.53
- A letter from Rhonda Wilson, Engineering Specialist at IL American Water along with a one-time refund of \$5,195.76.
- (1) Will County Board of Review Tax Appeal
- A letter was received from IL State Librarian Jesse White regarding Organ Donor Registry

APPROVAL OF MINUTES

Trustee Woods made a motion to accept the minutes of the June 27, 2022 Regular Session Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

Trustee Woods made a motion to accept the minutes of the June 27, 2022 CLOSED 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 June 30, 2022.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated June 30, 2022
- Transaction Detail dated July 1-27, 2022
- Deposit Detail dated June 28 – July 25, 2022

Trustee Lund moved to approve bills dated June 28 – July 25, 2022 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee McCaffrey moved to transfer \$247,740.34 from Old Plank Trail Bond Account to Old Plank Trail General Account to pay June construction costs. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to transfer \$435,013 for July bills and August 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:

- We are under budget having expended 86% of the budget for the fiscal year end.
- Lauded Bus. Manager McSweeney for processing books, collections and donations.
- Construction visuals are on display. Additional interior photos expected soon.
- New name lanyards for staff.
- Two staff are "on-call" status.
- Micro Pantry drive collected 561 items and a \$500 donation.
- Per Capita Grant received in the amount of \$60,119.
- New Bookmobile driver Shannon Greenwalt passed her CDL.
- Staff training forthcoming with the Fire District.

- 763 attended Petting Zoo (Summer Reading Finale) and stopped at the Bookmobile during the recent Village Market in the Glen.

Assistant Director's Report

Assistant Director Annen recapped the following:

- August Year of Celebration theme is "If I Could Build a Library" with a book contest.
- Summer Reading numbers are slightly higher than last year. Slight drop in online registration. Teen volunteers were helping this summer.
- Working on IPLAR stats.
- Harassment Training provided by IL Department of Human Rights. Four more employees still need training.
- Attended an Assistant Director's Meeting this month.
- Blood Drive Monday, August 8 and another one to be scheduled for the fall.

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.

Tentative Budget & Appropriation Ordinance 2022/23

A draft copy was made available in board packets. The Ordinance will be passed next month.

ADJOURNMENT

At 8:31pm Trustee Lund made a motion to adjourn. Trustee Bochenek seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, August 22, 2022 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant