

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Special Meeting – August 28, 2023**

President McCaffrey called the meeting to order at 7:09pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Dr. Eileen McCaffrey, President  
Cindy Bochenek, Secretary  
Jane Klunk  
Dr. Rita Woods (excused briefly)  
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  
Kitty Mitchell, Treasurer

**AUDIENCE TO VISITORS**

President McCaffrey acknowledged library staff and visitor.

**OPPORTUNITY for PUBLIC COMMENT**

No public comment.

**NEW BUSINESS**

**A. Public Review of Budget & Appropriation 2023/24-1**

Director Kozel-La Ha gave a brief explanation of the Budget and Appropriation. The document is prepared by the Library Attorney and the Board of Trustees will have the opportunity to review and approve the Appropriation at tonight's regular session meeting.

There was a brief discussion regarding the purchase of a new Bookmobile.

**ADJOURNMENT**

At 7:24pm President McCaffrey moved to adjourn. All in favor.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – August 28, 2023**

President McCaffrey called the meeting to order at 7:30pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Dr. Eileen McCaffrey, President  
Cindy Bochenek, Secretary  
Jane Klunk  
Dr. Rita Woods  
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  
Kitty Mitchell, Treasurer

Trustee Klunk made a motion to appoint Trustee Lund as interim Treasurer in Trustee Mitchell's absence. Trustee Bochenek seconded the motion. All in favor, motion passed.

**AUDIENCE TO VISITORS**

President McCaffrey acknowledged library staff and visitor.

**OPPORTUNITY for PUBLIC COMMENT**

No public comment.

**NEW BUSINESS**

**B. ICS – Dan Eallonardo**

Dan Eallonardo provided a Status Report dated August 28, 2023, an updated Issue Log, Contract and Change Order Summary, Owner's Contingency Summary, and an Allowance Summary and Adjustments Report.

In summary:

North addition – open to the public but awaiting furniture and completion of AV work

West addition – waiting for temporary occupancy from the Village of Homer Glen.

Ceiling work still needs to be finished – waiting for delivery of HVAC ceiling registers. AV work also needs to be completed.

Final completion is still several weeks away based on completion of punch lists and necessary paperwork. 9% of final payment being held until completion.

There was a short discussion regarding current HVAC system.

Dan departed at 7:50pm.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A thank you card was received from Kate Robards for hosting the Mystery Book Club.

**APPROVAL OF MINUTES**

Trustee Klunk made a motion to accept the minutes of the July 24, 2023 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 July 31, 2023.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated July 31, 2023
- Transaction Detail dated August 1-28, 2023
- Deposit Detail dated July 25 – August 28, 2023

Trustee Klunk moved to approve bills dated July 25 – August 28, 2023 as stated. Trustee Bochenek 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 \$271,500 to pay August bills and September 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 provided a report and recapped the highlights.

- The Art Garden/Veteran's Memorial Dedication was a great event with Honor Guard and Boy Scouts participating along with many visitors.
- Grand Opening ("GO") proposed for a week-long celebration beginning after Veteran's Day with a kick-off event, and to include a food truck, Magic Show, refreshments, balloons, etc. The Director would invite all local officials and the Mayor. The Board was in favor of a week-long celebration beginning on November 13.
- Usage has increased with visitor count this past month at 9,346
- The Appropriation was reduced \$146,000
- A new program - Plant Swap is scheduled for Saturday, September 9
- ILA Conference/Springfield – staff and Trustees encouraged to attend
- Proposal to close at 4pm vs 5pm on the day before Thanksgiving due to shift change
- Currently reviewing Policies and Procedures, and will create a new policy for cameras, etc.
- A Micro Pantry Food Drive is being held during the month of September
- Sunday hours begin September 10 from 4-8pm
- Budget is at 94% at year end
- Seal coating will be coming forward in spring 2024
- A grant will be submitted for a new bookmobile
- A grant has been submitted for the Village of Homer Glen Nature in Harmony Award
- A new sensory wall was funded by the Village of Homer Glen

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

Assistant Director Annen provided a report and recapped the highlights.

- Working on IPLAR [IL Public Library Annual Report]. Total annual visits, number of programs, and program participants is up substantially this year.
- 18 units of blood were collected at the August Blood Drive. The next Blood Drive is Monday, November 13.
- Currently working on the ILA Committee - assigned to work on the Reference Services Award Committee.

## **Other Manager's Reports**

Other reports are available in Trustee packets from Circulation, Adult Services, Teen Services, Stats, Bookmobile, and a fall Youth Service pamphlet.

## **COMMITTEE REPORTS**

### **Finance/Budget**

Trustee Mitchell was not present to report.

### **Personnel**

President McCaffrey had no new business to report.

### **Policy**

Trustee Lund noted that the committee will be reviewing policies soon.

### **Legal**

Trustee Woods had no new business to report.

## **NEW BUSINESS**

### **C. Budget & Appropriation Ordinance 2023/24-1**

Director Kozel-La Ha gave a brief explanation.

Trustee Lund made a motion to approve Ordinance 2023/24-1 Fiscal year July 1, 2023 thru June 30, 2024 the Budget and Appropriation Ordinance of the Homer Township Public Library District Will County, Illinois. The following constitutes the Budget and Appropriation Ordinance for the Homer Township Public Library District, Will County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024, adopted by said Board of Trustees on August 28, 2023 after a public hearing. Passed by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, this 28<sup>th</sup> day of August, 2023.

Trustee Klunk seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **D. Resolution to Determine Funds 2023/24-1**

Director Kozel-La Ha gave a brief explanation.

Trustee Lund made a motion to approve Resolution 2023/24-1 of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, determining an amount of money necessary to be raised by taxation for the July 1, 2023-June 30, 2024 fiscal year. Whereas, 35 ILCS 200/18-55 (The Truth in Taxation Act) provides that not less than twenty days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois, this 28<sup>th</sup> day of August, 2023 by a vote.

Trustee Klunk seconded the motion. A roll call vote was taken. All in favor, motion passed.

**ADJOURNMENT**

At 8:16pm Trustee Klunk moved to adjourn. Trustee Lund seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, September 25, 2023 at 7pm.

Respectfully submitted,

*Patti Nakatis*

Administrative Assistant