

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 27, 2023

Trustee Dahlstrand called the meeting to order at 7:01pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Cindy Bochenek, Secretary
Dr. Eileen McCaffrey (7:04pm)
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

Jane Klunk, President

AUDIENCE TO VISITORS

Vice President Dahlstrand welcomed library staff, and 3 members of the public in audience.

OPPORTUNITY for PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A thank-you card was received from a patron complimenting the Adult Services “Organizing” program
- (5) appreciation cards were received regarding the Staff Appreciation event

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the January 23, 2023 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 January 31, 2023.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated January 31, 2023
- Transaction Detail dated January 26 - February 27, 2023
- Petty Cash report dated December 31, 2022

Trustee McCaffrey moved to approve bills dated January 26, 2023 – February 27, 2023 as stated and Petty Cash dated December 31, 2022. Trustee Woods 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 \$478,391 to pay February bills and March 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:

- Statistics from the past 10 years, as reviewed with Will County, show that Homer Library accounts for only 1.8% of a resident's tax bill.
- We are conservatively at 51% of budget expenditures for the past 7 months
- We have received \$201,935 in grants and sponsorships this year
- 2023 sponsorships to date include Old Plank Trail Community Bank, and BMO. The library is awaiting results from 2 grants applications.
- An automated defibrillator is available at the Lending Desk. Staff training is forthcoming along with other safety initiatives. Trustee Bochenek suggested mounting the defibrillator for public access and this will be undertaken.
- The Library serves as a double polling place for the April 4th election (Precincts 2 & 7).
- Phase 2 construction is underway.
- Usage is up 28% | 158 new library cards were issued | 36% increase in patron visits this month
- Programming stats – this month the library served 490 adults, 280 teens, 1,333 youth, and 714 bookmobile patrons
- The Bookmobile is 17 years old, due to be replaced as maintenance and upkeep is increasing.
- The Bookmobile continues VIP deliveries. One stop prompted a patron wellness check last week.

Assistant Director's Report

Assistant Director Annen recapped the following:

- The Winter Reading Challenge ends Feb 28. 145 patrons are registered online.
- Facebook stats are up 168.4% and Instagram is up 41.4%
- Tax forms are here – limited amount available
- The chicks are coming March 1. We will live stream the event on our YouTube page.
- The next Blood Drive will be Monday, March 6 from 3-7pm. Registration is full but walk-ins are welcome.
- The new catalog Vega Discover will soon replace Encore.

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

No report.

Policy

No report.

Legal

Trustee Woods had no new business to report.

ICS – Dan Eallonardo

Dan Eallonardo noted that stats are impressive considering the less than ideal conditions due to construction challenges. He provided the following:

- Status Report dated February 27, 2023 - Phase 1 and Phase 2 completion dates should improve
- Updated, Contract and Change Order Summary, Owner's Contingency Summary, Issue Log, and Summary & Adjustments
- The Veteran's Memorial Fountain is currently in CA awaiting shipment

Dan departed at 7:26pm

Consolidated Election April 4, 2023

Director Kozel-La Ha noted that the Library serves as a polling place for Precincts 2 and 7. Due to construction and parking availability, it will be a challenge to be open for services on Election Day and be able to accommodate voters. The previous election brought in 1500+ residents and the library was not open for services. Discussion ensued.

Trustee Mitchell made a motion to be open for voting only on April 4, 2023. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

March 13 Candidate 6:30 Meet and Greet

Director Kozel-La Ha stated that on March 13 there will be a "Meet and Greet" with the 8 Library Trustee Candidates being invited. This opportunity for residents to meet candidates will be promoted on social media, website, and the library calendar.

Bookmobile Plan

Director Kozel-La Ha noted that we are in the planning stages of purchasing a new Bookmobile. The current bus is 37'. We will downsize to approximately 30-35'. Funding is in place, and we will also seek grant funds. A special license is not required for the reduced size. There was a short discussion.

Other

A bronze statue has been provided by the Simpson Family in memory of Erin Simpson. She was the first child to finish our 1st Summer Reading program. Trustee Dahlstrand noted that the Barry Levine Memorial Scholarship is still in effect at Joliet Junior College.

ADJOURNMENT

At 7:41pm Trustee Lund moved to adjourn. Trustee Bochenek seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be Monday, March 27, 2023 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

Homer Township Public Library
Regular Meeting
MinutesFEB23

Board of Trustees
02/27/2023