

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 23, 2023

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

ROLL CALL

Trustees Present

Kitty Mitchell, Treasurer
Cindy Bochenek, Secretary
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

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
Dr. Rita Woods

AUDIENCE TO VISITORS

Trustee Mitchell acknowledged library staff, and 1 member of public audience.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- (7) holiday cards were received from patrons and businesses
- A letter was received from Lauren Staley Ferry; Will County Clerk regarding a Tax Objection Case

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the Nov. 28, 2022 Regular Session Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

Trustee McCaffrey made a motion to accept the minutes of the Dec. 19, 2022 Special 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 December 31, 2022.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated November 30, 2022 and December 31, 2022
- Transaction Detail dated December 2022 and January 1-25, 2023
- Deposit Detail dated November 29 – December 31, 2022 and January 1-25, 2023
- Petty Cash report dated December 31, 2022

Trustee Lund moved to approve bills dated November 29, 2022 – January 25, 2023 as stated and Petty Cash dated January 10, 2023. Trustee McCaffrey seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee McCaffrey moved to approve the transfer of \$47,635.79 from Old Plank Trail Bond Account to Old Plank Trail General Account to pay November construction costs. The bond account is closed. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to approve the transfer of \$335,000 that paid December bills and January payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to approve the transfer of \$184,000 to pay January bills and February payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Lund 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 anticipate receiving our \$60,119 Per Capita Grant check.
- Public and staff computers were updated via a \$50,000 grant award.
- The Bookmobile continues outreach in the community.
- This year we celebrate our 41-year anniversary.
- A historical library overview is available in the Executive Director's Report.
- The library is open 7 days a week with 275-500 visitors daily. Patrons have access to services 24/7.
- The library accounts for a low 1.9% of a resident's tax bill. There has never been a tax increase.
- As planned \$2.5 million in construction costs reduces the library's current assets.
- A partial shipment of the project windows has arrived. Additional windows due soon.
- Currently, construction work continues on interior renovations.
- 10 parking spaces have been added and are in use.
- The annual Abatement Ordinance will be approved tonight.
- We are currently at 43% of the budget; conservative spending remains.
- Staff educational in-service training is being planned for 2023.
- Policy updates are forthcoming.
- Director Kozel-La Ha provided a brief construction update in Dan's absence:
 - Windows are coming in and more due to arrive; this delay has paused the West and North buildouts. Phase 2 interior work is underway.
 - We are tracking the shipment of the Veteran's Memorial water ball
 - Furniture contracts have been awarded

Assistant Director's Report

Assistant Director Annen recapped the following:

- The Year of Celebration concluded in December. Popular programs are returning, such as Bling Swap.
- Our new website is up and running – staff has been trained.
- The new catalog – Vega, is close to being implemented and staff has been trained. This will be more user friendly for customers. Homer Library will have our own URL for the collection. The Vega catalog will be available for trial use this week.
- We collected statistics for reference, directional, and computer help for IPLAR. This will be done again in the spring.

- The Winter Reading Challenge “Wild About Reading” starts Feb 1 with paper logs and online access through Beanstack. We will determine if we will continue using Beanstack for the Summer Reading Challenge.
- Tax forms are coming.
- The Microsoft email server update has been ordered. We saved \$6,000+ by purchasing software through Tech Soup, a consortium opportunity.
- Our next Blood Drive will be Monday, March 6 from 3-7pm.

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 was not present to report.

Policy

President Klunk was not present to report.

Legal

Trustee Woods was not present to report.

ICS – Dan Eallonardo

Dan could not be present to report. See brief summary in Executive Librarian’s Report.

Bond Abatement Ordinance 2022/23-3

Trustee Lund moved to adopt Annual Abatement Ordinance #2022/23-3 abating the tax heretofore levied for the year 2022 to pay debt service on General Obligation Refunding Library Bonds (Alternate Revenue Source), Series 2020, of the Homer Township Public Library District, Will County, Illinois. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 7:30pm Trustee Mitchell moved to adjourn.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant