

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – July 24, 2023

President McCaffrey called the meeting to order at 7:08pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President
Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Cindy Bochenek, Secretary
Jane Klunk
Clare Lund

Staff Present

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

Trustees Excused

Dr. Rita Woods

AUDIENCE TO VISITORS

President McCaffrey acknowledged Dan Eallonardo and library staff.

NEW BUSINESS

B. ICS – Dan Eallonardo

Dan Eallonardo provided a Status Report dated July 24, 2023, an updated Issue Log, Contract and Change Order Summary, and Owner's Contingency Summary.

In summary:

- North addition – open, although completing “punch list” work and awaiting furniture
- West addition – working on flooring and waiting for diffuser ceiling grills (6-week delay). This addition will be completed later than the North.
- Veteran's Fountain is underway and will run on a timer 7 days a week from 9am-9pm. The first application of fountain sealer was applied. Dedication event is scheduled for August 12 at 10am. There was a short discussion.
- As we look long range, Director Kozel-La Ha noted strategic planning will consider and include the library's future needs for carpet, LED retrofit, furniture, shorter collection shelving, painting, etc.

Dan departed at 7:45pm.

OPPORTUNITY for PUBLIC COMMENT

No public present.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A thank you to Sheree, Alex and Patti from Homer Glen Junior Woman's Club for printing their Garden Walk brochure.
- A thank you to (18) Teen Volunteers from Phaedra Bounas of the Anti-Cruelty Society for their donation of 600 cat toys.
- A letter from Homer Glen Mayor Christina Neitzke-Troiike regarding impact fees.
- An email from Girl Scout Leader Missy Chandarana regarding a request to hold a 1-hour meeting for 30+ Girl Scouts on Sunday, August 6. There will also be a film crew doing a documentary about inclusion. The board agreed to allow the library to be open for this special event.

- Director Kozel-La Ha noted that she received communication that the Village of Homer Glen Ability Awareness Committee is sponsoring the library's sensory bubble wall.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the June 26, 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 June 30, 2023.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated June 30, 2023
- Transaction Detail dated July 1-26, 2023
- Deposit Detail dated June 27 – July 26, 2023
- Petty Cash report dated June 21, 2023

Trustee Dahlstrand moved to approve bills dated June 21 – July 26, 2023 as stated and Petty Cash dated March 2, 2023. Trustee Klunk 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 \$250,000 to pay July bills and August 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 provided a report and recapped the highlights.

- Statistics report: busiest day is now Thursday (477 visitors) followed by Tuesday, then Monday (Tuesday used to be the busiest day). Staff scheduling will be reviewed and may change to accommodate usage and long-range plans in the new spaces.
- Appropriation figures were reduced approximately \$146,000 from previous year.
- All 31 staff completed CPR/AED training and are now certified
- Art Garden Veteran's Memorial Dedication will be held on Saturday, August 12 @ 10am with Honor Guard and ribbon cutting. Guests will be invited in to the north addition for refreshments.
- 3 new Study rooms were opened this past week
- 46 new study rooms chairs have arrived to update all rooms
- There was a short discussion regarding funds for capital improvement
- Matthews Specialty Vehicles built our current bookmobile 13 years ago. A new bookmobile is in the Long Range plan.

Assistant Director's Report

Assistant Director Annen was not present to report.

Other Manager's Reports

Other reports are available in Trustee packets from Circulation, Adult Services, Teen Services, Stats, and the Bookmobile.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President McCaffrey had no new business to report.

Policy

Trustee Lund had no new business to report.

Legal

Trustee Woods was not present to report.

Tentative Budget & Appropriation Ordinance 2023/43

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

ADJOURNMENT

At 8:24pm 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, August 28, 2023 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant