

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – April 22, 2013**

President O'Brien called the meeting to order at 7:33 pm, followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

Dr. Edward O'Brien, President  
Jane Klunk, Vice President  
Mike Budde, Treasurer  
Phyllis Levine, Secretary  
Brian Smith  
Kitty Mitchell  
Kevin Owen

**STAFF PRESENT**

Sheree Kozel-La Ha, Library Director  
Sara McCambridge, Assistant Library Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant

**AUDIENCE TO VISITORS**

President O'Brien acknowledged staff and visitor Dan Eallonardo from ICS.

**CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- A letter from Jesse White; State Librarian/IL Secretary of State awarding Homer Library a FY2013 Per Capita Grant in the amount of \$40,138.98.
- A letter from Anne Craig; Director of the IL State Library with the renewal agreement for the FY2014 ILLINET/OCLC Services Program. The fee remains \$1,904.
- An invitation for the Bookmobile staff to attend the Victorian Village Volunteer luncheon on April 30<sup>th</sup>.
- A thank you note from intern Jeanne Jesernik for allowing Homer Library staff to assist her with her practicum.
- A thank you note from staff Nicole Skly for providing the in-service day for staff.
- An email from Joseph H. Kennedy of BMO Harris Bank; Small Business Banking Officer regarding the refund request.

**APPROVAL OF MINUTES**

Trustee Klunk made a motion to accept the minutes of the March 25, 2013 Regular Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

**TREASURER'S REPORT**

Business Manager McSweeney stated the current assets as of March 31, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 236,431.76
Certificate of Deposit – First Midwest	\$ 73,188.50
IL Funds – Money Market	\$1,523,561.61
IL Funds – Insurance	\$ 45,320.97
IL Funds – Social Security	\$ 69,971.93
IL Funds – Special Reserve/Capital Improvement	\$ 297,550.37
IL Funds – IMRF	\$ 90,758.32
IL Funds – Audit	\$ 35,273.54
IL Funds – Epay	\$ 391.71
Memorial Funds - Sub Schuld	\$ 49,189.86
Construction Funds – Sub Sch	\$1,611,222.88
Petty Cash	\$ 432.45
<b>TOTAL CURRENT ASSETS</b>	<b>\$4,033,293.90</b>

There was a short discussion regarding Deposit Detail dated March 26 – April 22, 2013 and Transaction Detail dated April 1 – April 22, 2013.

Petty cash from March 27- April 19 totaled \$138.99.

Trustee Budde requested a review of the bills from Engberg Anderson at the May meeting.

Director Kozel-La Ha stated that a portion of pro-rated fees may be included back into the LOC.

Trustee Klunk moved to approve the bills and petty cash as stated. Trustee Budde seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$100,000 from IL Funds to Harris Bank General Funds to pay April bills and May payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Smith seconded the motions. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$364,100 from PMA/Citibank to the Harris Bank General Funds to reimburse the Library for construction payments for April 2013. Trustee Klunk seconded the motions. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$1,155 from Harris Bank Memorial Fund account to the Harris Bank General Fund to pay for Memorial Room signage and wall art.

### **DIRECTOR'S REPORT**

Director Kozel-La Ha provided her report to the board and gave a quick overview as follows:

- Director Kozel-La Ha recognized Administrative Assistant Nakutis for her support to administration.
- The bookmobile is in its 7<sup>th</sup> year of service. Normal life-span is 10-15 years.
- Director Kozel-La Ha requested that the resumption of Sunday hours be postponed until January or February 2014. Eallonardo added that October is the best case scenario for grand opening.

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

Assistant Director McCambridge provided the following recap:

- Dan Eallonardo and library management met with Hallett Movers to discuss the move, condensing the collection, storage, etc.
- IT Consultant TrueTech will upgrade our server saving contract time and monies as we proactively replace the older server. They will also assist to coordinate moving staff computers and installing 24 new computers within the new addition in both phased moves.

### **Other Manager's Reports**

Additional reports are available in the board packets.

### **NEW BUSINESS**

#### **RAILS Representative Report**

Trustee Smith stated the following:

- RAILS board elections are upcoming with 5 openings
- The Shorewood facility is now vacated

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Budde had no new business to report.

#### **Personnel**

President O'Brien and Trustee Levine had no new business to report.

#### **Policy**

Vice President Klunk had no new business to report.

#### **Legal**

Trustee Smith had no new business to report.

#### **ICS Report**

#### **Project Cost Summary**

Consultant Dan Eallonardo (ICS) distributed a Status Report and an Issue Log dated April 22, 2013 and reviewed the following:

- An updated Project Cost Summary dated April 16, 2013 was issued by Engberg Anderson
  - We are maintaining the cost commitment of \$4,706,012
  - Credits/Expenses are moved to contingency
  - The contingency spent to date is \$180,966
  - The contingency remaining to date is \$62,408
  - Drainage was favorable in retention ponds after recent heavy rains
  - Current work being done on 151<sup>st</sup> St is sewer work, not storm work
  - There was a short discussion regarding the LOC/recent Village board meeting
  - The Temporary Certificate of Occupancy will be the next requirement from the Village

### Changes/Issues

There are 6 open items marked in yellow:

- |  |                                      |
|--|--------------------------------------|
| • Issue #43/PA System revision         | Under review                         |
| • Issue #47/Temp Heating               | Pending a change order               |
| • Issue #52/Fire Alarm Additions       | -                                    |
| • Issue #53/Exterior wall              | At connection of old building to new |
| • Issue #66/F/I Digital Sign&Software  | -                                    |
| • Issue #67/F/I LED lights @ Circ Desk | No action taken                      |

Closed items marked in red have not yet been deducted from the contingency (\$27,000). There is also a credit of \$11,150 & \$966 for insurance reimbursement that will be added.

- Contingency spent to date is \$180,966.26
- Adjusted contingency amount is \$62,407.74 plus Change Order #9

### Contractor Payment

Contractor Payment #10 in the amount of \$342,300 is reflected on bills.

### Construction Schedule

- Phase 2 Scheduled completion 5/31/2013 – Contractor owes revised schedule
- Moving period tentatively scheduled to begin 6/3/2013
- Phase 3 Completion mid September 2013 – subject to unknowns in remodel

### General

- Sprinkler system installation began 4/17/13. This has been approved by the Homer Fire Department
  - Tile work continues in the restrooms
  - Painting (mainly priming) began 4/18/13
  - Brick work continues with scheduled completion 4/26/13
  - Site grading/concrete work is scheduled to begin before end of week 4/26/13
  - Data/phone cabling scheduled to begin before end of week 4/26/13
  - Finishing trades scheduled to begin next week 4/29/13 (ceiling, woodwork, electrical, plumbing (toilets, sinks, etc.))
  - Preparing for move into new space – a lot of coordination work; staff to assist
    - ProLift to provide a week onsite with staff prior to the move
    - Staff to pack personal items, common areas, etc.
    - If it has a tag it will be moved – movers on site 5-7 days
    - Scheduling a 4-week closure – this will include transferring & installing new server, placing 24+ computers, placing security cameras, coordinating furniture installation (including new circulation and service desks, removal & storage of AWE computers, etc.
- TAGGING MUST BE DONE PRIOR TO MOVE – it was recommended to close for a few days as tagging is very critical to the move of our 80,000 items in the collection. Director Kozel-La Ha expressed her concerns. It is recommended by the movers that we close during this time. A second move will take place in the fall when the remodel is finished.

There was a short discussion regarding the purchase of a generator. Eallonardo stated that work has been done to significantly help with any rain issue. The past heavy rain noted no problem. Engberg Anderson engineers are looking into a back-up system.

### **Non-Resident Fee**

Director Kozel-La Ha stated that we received 4 non-resident applications in the past year. She recommends that we maintain the current fee of \$170.

Trustee Budde made a motion to keep the non-resident fee at \$170. Trustee Smith seconded the motion. All in favor, motion passed.

### **Meeting Date Ordinance**

Director Kozel-La Ha requested approval of the meeting dates for July 2013 through June 2014.

Trustee Klunk made a motion to approve Public Meetings Ordinance #2012/13-4 of the Homer Township Public Library District, Will County, IL for fiscal year July 1, 2013 to June 30, 2014 that the regular meetings of the Board shall be held on the following dates:

July 29, 2013 ~ August 26, 2013 ~ September 23, 2013 ~ October 28, 2013

November 25, 2013 ~ January 27, 2014 ~ February 24, 2014 ~ March 24, 2014 ~ April 28, 2014 ~

May 19, 2014 ~ June 23, 2014

Trustee Levine seconded the motion. All in favor, motion passed.

### **Resolution PrairieCat**

Director Kozel-La Ha requested approval of the PrairieCat membership and intergovernmental agreement.

Trustee Klunk made a motion to approve Resolution 2012/13-3 providing for the execution of an Intergovernmental Agreement establishing PrairieCat and authorizing membership in PrairieCat. Be it resolved by the Board of the Homer Township Public Library to authorize this resolution to be adopted. Trustee Budde seconded the motion. All in favor; Trustee Smith stated nay. Motion passed.

### **ADJOURNMENT**

At 9:15 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, May 20, 2013 at 7:30 p.m. at Budde Marketing.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon