

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – August 26, 2013**

President O'Brien called the meeting to order at 7:30 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 Library Consultant Dan Eallonardo from ICS.

**CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- A letter was received from Rachael Chaiken, IL Director of Scheduling. Senator Durbin will not be in attendance at the Quiet Reading Room Dedication.
- A note was received from Cameron Davis, Homer Glen Village Manager. He will not be in attendance at the Quiet Reading Room Dedication.
- (2) donations for the Quiet Reading Room were received from Kitty Mitchell and Gloria Yorke.
- A thank you email was received from performer Jason Kollum. Jason did a juggling performance as part of the Summer Reading program.

**APPROVAL OF MINUTES**

Trustee Klunk made a motion to accept the minutes of the July 29, 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 July 31, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 211,836.38
Money Market – First Midwest	\$ 73,203.42
Cert of Deposit – Harris	\$ 438,897.00
IL Funds – Money Market	\$1,798,213.23
IL Funds – Insurance	\$ 45,324.88
IL Funds – Social Security	\$ 69,977.99
IL Funds – Special Reserve/Capital Improvement	\$ 297,576.16
IL Funds – IMRF	\$ 90,766.18
IL Funds – Audit	\$ 35,276.58
IL Funds – Epay	\$ 391.72
Memorial Funds	\$ 48,041.15
Construction Funds	\$ 37,445.86
Petty Cash	\$ 500.35

**TOTAL CURRENT ASSETS** **\$3,147,450.90**

Petty cash from August 6 – August 24, 2013 totaled \$188.96.

Business Manager McSweeney stated that all monies except the minimum required to keep the account open were transferred from the Memorial Fund to the General Fund. The Certificate of Deposit at Harris will be transferred when it comes due.

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

Trustee Budde moved to transfer \$213,500 from IL Funds to BMO Harris Bank General Funds to pay August bills and September payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Klunk seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$38,526.76 from PMA/Citibank to the BMO Harris Bank General Funds to reimburse the Library for construction payments for August 2013. Trustee Klunk seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **DIRECTOR'S REPORT**

Director Kozel-La Ha highlighted items in her report:

- Circulation stats reflect 285 new cards issued in the last 6 weeks, 20,687 items were checked-out, and a 30% increase in computer usage was noted.
- After an annual insurance review there is a savings advantage to leave the ILEBP Insurance program. Effective September 1, 2013, our new plan with Blue Cross Blue Shield will continue to cover full time employees (working 40 hours/week) for medical, dental, vision, and life.
- Director Kozel-La Ha has sent notes of appreciation to the Lockport Township High School Choir singers and ROTC cadets for their participation at the Dedication Event. She thanked the Quiet Reading Room Dedication Committee for their hard work to bring forward a successful event. The Dedication went well and received positive PR.
- Assistant Director McCambridge sent in the Per Capita grant.
- The Summer Reading Program had great community response.
- Residents of Victorian Village visited and toured the new library addition. They were complimentary.

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

Assistant Director McCambridge is coordinating the IPLAR and Per Capita Grant applications to be submitted. She has also been working on fitting the collection into the remodeled space.

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

Manager's reports are available in packets.

### **UNFINISHED BUSINESS**

Director Kozel-La Ha made the board aware of several incidents regarding a disorderly patron. The board was in agreement that upon the next occurrence the patron is to be banned from the library for up to 6 months.

### **NEW BUSINESS**

#### **RAILS Representative Report**

Trustee Smith reported that following the RAILS board meeting of August 16<sup>th</sup>, the board is considering contracting with a delivery service for inter-library loans outside of the system. This will be discussed further at the September RAILS meeting.

### **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**

Consultant Dan Eallonardo (ICS) reported on the remodeling, construction, and outstanding issues including proposed timelines and expected costs applied towards the contingency line.

CSI has committed to being done with Phase 2 by September 15. The proposed library closing is Sept 30 – Oct 20. The move will begin prior to the library closing. All work will likely not be complete before October 21 but we plan to open to the public on that date.

### **Insurance Policy**

There was a short discussion regarding a change in the Insurance Policy as discussed in the Director's Report. Trustee Smith made a motion to authorize a policy change and replace verbiage in the Personnel Policy as follows:

**10.1 HEALTH INSURANCE** *Part-time Employee working under 40 hours per week: The Library does not contribute to any insurance premiums for the employee working less than 40 hours per week, or for their family coverage.* Trustee Klunk seconded the motion. All in favor, motion passed.

### **Review Ethics Statement (5 ILCS 430)**

A copy of the Ethics Statement was provided for review. Director Kozel-La Ha noted that we are meeting all standards.

### **Freedom of Information Act (5 ILCS 140) Review**

A copy of the Freedom of Information Act was provided for review. Director Kozel-La Ha noted that we are meeting all standards.

### **Open Meetings Act (5 ILCS 120) Review**

A copy of the Open Meetings Act was provided for review. Director Kozel-La Ha noted that we are meeting all standards.

### **Other**

A copy of the Tentative Budget & Appropriation Ordinance was made available to the board for review. This will be brought forth for approval next month.

### **EXECUTIVE/CLOSED SESSION**

The Library Board did not go into closed session.

### **ADJOURNMENT**

At 8:30 President O'Brien adjourned the meeting.

There will be a special board meeting on Monday, September 23, 2013 at 7:00 p.m. at the Homer Township Public Library. The next regularly scheduled board meeting will be held on Monday, September 23, 2013 at 7:30 p.m.

Respectfully submitted,  
[Patti Nakutis](#)  
Administrative Assistant

cc: David Lennon