

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – January 28, 2013**

Vice President Klunk called the meeting to order at 7:27 pm, followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

Jane Klunk, Vice President  
Mike Budde, Treasurer  
Phyllis Levine, Secretary  
Brian Smith  
Kitty Mitchell

**STAFF PRESENT**

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

**TRUSTEES EXCUSED**

Dr. Edward O'Brien, President  
Kevin Owen

**AUDIENCE TO VISITORS**

President O'Brien acknowledged staff and visitors Sheri Law of Sheri Law Art Glass, Norm Eallonardo of ICS, and Youth Services Manager Jody Olivieri and her husband Mike Olivieri.

**NEW BUSINESS**

**Michael. C. Olivieri Heroes Quiet Reading Room**

Sheri Law has been working with Mike and Jody Olivieri regarding the artwork for the dedicated Michael C. Olivieri Heroes Quiet Reading Room. The custom art piece designed to be placed above the fireplace is a priority for the room. The piece is 54"x36" and each part of it will represent Mikey in some way, as described below:

- Yellow = his sunny disposition
- Circles = each family members birthstone
- Center design = a guitar pic
- Fine red line = blood line
- Colors depicting his favorite sports teams
- There will be a quote from Pearl Jam at the bottom of the piece carved into the art glass.

The fireplace art piece will be less than 200 pounds. Sheri Law has confirmed with the architect that the wall has been reinforced to hold the piece securely.

On the north wall there will be an additional art piece, which will be an American flag mounted behind glass. Four words [FREEDOM, SERVE, REMEMBER, HONOR] will be etched into the glass on the top, bottom, and each side. Stainless steel stars will be on each corner for mounting. This is designed as a second honor piece and will be approximately 48"x30" in coordination with the flag size.

The entry wording was shown and approved. It is designed to be read correctly from both sides.

The fireplace art piece, doorway art, and the north wall art piece have each received signed approval from the Olivieri Family and library to proceed.

Director Kozel-La Ha stated that when the new addition opens (projected to be in June or later) we will hold a Dedication for the Michael C. Olivieri Heroes Quiet Reading Room. The Director

requested that a committee be formed to assist in planning the dedication. Trustees Levine and Mitchell stated their interest. Director Kozel-La Ha noted that with 300+ donors, we want to invite community members and have publicity in place to inform donors.

Upon completion of the entire library project (projected to be in September) we will hold a Grand Opening.

Sheri Law invited the board to come to her studio to see samples of the fused glass. After the Heroes Quiet Reading Room artwork was presented, Sheri Law, Jody Olivieri and Mike Olivieri left the meeting.

### **CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- A \$250 donation from the Homer Township Chamber of Commerce for the teens in recognition of all their volunteer work at Expo, etc.
- A thank you card from staff and students at Reed School. Youth Services Manager Olivieri recently attended Family Literature Night.
- 7 tax appeals from the Will County Board of Review
- Christmas cards were received from the following:
  - Mayor Jim Daley and the Village of Homer Glen Trustees and staff
  - Mike DeVivo and the Homer Twp Highway Dept
  - Alex & Joe at Engberg Anderson
  - Hearne & Associates
  - Controlled Environmental Systems, Inc.
  - Southwest Pest Control
  - Victorian Village
  - Virtually Green Computer Solutions
  - Greg Kerr of RuckPate Architecture
  - Genie Linc (VIP delivery patron)
  - Nancy Donovan @ Marian Village
- Thank you cards from the following for the staff appreciation brunch:
  - Director Kozel-La Ha on behalf of all staff
  - Assistant Director McCambridge
  - Youth Services Manager Olivieri
  - Administrative Assistant Nakutis
- A thank you card from Steven Norris. In lieu of a holiday gift exchange, library staff made a donation to his benefit during the holiday season.

### **APPROVAL OF MINUTES**

Trustee Smith made a motion to accept the minutes of the November 26, 2012 CLOSED SESSION Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

Trustee Budde made a revision to the December 14, 2012 SPECIAL Library Board meeting minutes. On page 1 TRUSTEES PRESENT is listed twice. The second one should read TRUSTEES EXCUSED.

Trustee Budde made a motion to accept the minutes of the December 14, 2012 SPECIAL Library Board meeting as revised. Trustee Smith seconded the motion. All in favor, motion passed.

Trustee Levine made a motion to accept the minutes of the November 26, 2012 Regular Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

## **NEW BUSINESS**

### **ICS Report**

ICS Consultant Norm reviewed an Issue Log. There are several items that are open/pending. The estimated cost amounts are not firm. ICS also presented a Contingency Summary. Currently, the contingency balance available is \$60,225. \$152,699 has been spent to date. Lastly, ICS presented a Change Order Summary. The contract originated at \$3.461 million and is now adjusted at \$3.583 million. A payment has been approved for \$269,635.

ICS Consultant Norm stated that there are still some unknowns, especially as we approach the renovation of the existing space.

ICS Consultant Norm stated that per CSI Construction Manager Ken, Phase 2 is projected to be completed by May 10. ICS believes that is optimistic and is projecting completion of Phase 2 by June. We may be closed up to 4 weeks to transfer over to the new building (remove books, shelving, reinstall, restock, and install computers and phones).

Trustee Budde asked if the bookmobile would still maintain the same hours. Director Kozel-La Ha stated that it would be pulled from neighborhood service to be on site, but would likely not be here as late as normal library hours. There was a short discussion regarding the summer reading program. We may hold the registration off site at one of the schools or shift the program to start later in the summer.

ICS Consultant Norm noted that the phones should be installed this week. The library will be cabled for phone and data throughout. Director Kozel-La Ha added that it will be a significantly different system. Due to water damage CSI will refund us some portion of the phone system cost. ICS is coordinating that discussion.

Furniture, Fixtures and Equipment (FFE) went out for bid. Bids are due February 14<sup>th</sup>. There were 10 separate bid packages, which gives us more budget flexibility.

The roof should be finished soon, unless the weather hinders completion. It must be water-tight before the next step (insulation). The roof will take 10-14 days, weather permitting. There was a short discussion regarding security/vandalism. The contractor is insured.

### **TREASURER'S REPORT**

Business Manager McSweeney stated the current assets as of December 31, 2012 are as follows:

Cash in Bank – BMO Harris Bank	\$ 182,528.09
Certificate of Deposit – First Midwest	\$ 73,084.95
IL Funds – Money Market	\$1,885,371.60
IL Funds – Insurance	\$ 45,315.07
IL Funds – Social Security	\$ 69,962.81
IL Funds – Special Reserve/Capital Improvement	\$ 297,511.54
IL Funds – IMRF	\$ 90,746.48
IL Funds – Audit	\$ 35,268.95
IL Funds – Epay	\$ 367.68
Memorial Funds - Sub Schul	\$ 53,509.40
Construction Funds – Sub Sch	\$2,540,662.26
Petty Cash	\$ 500.51
<b>TOTAL CURRENT ASSETS</b>	<b>\$5,274,829.34</b>

Director Kozel-La Ha stated that we are currently \$52,000 under budget compared to the same time last year.

There was a short discussion regarding Deposit Detail dated December 3-31, 2012 and January 1-28, 2013 and Transaction Detail dated December 12-26, 2012 and January 1-28, 2013.

Petty cash from December 3-28, 2012 totaled \$109.20 and January 2-16 totaled \$78.63.

Trustee Budde moved to approve the bills and petty cash as stated for December 2012 and January 2013. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$138,110 from IL Funds to Harris Bank General Funds to pay January bills and February payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees and transfer \$281,789 from PMA/Citibank to the Harris Bank General Funds to reimburse the Library for construction payments for January 2013. He also moved to ratify the transfer of \$134,000 from IL Funds to Harris Bank General Funds to pay December bills and January payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees and ratify the transfer of \$214,015 from PMA/Citibank to the Harris Bank General Funds to reimburse the Library for construction payments for December 2012. Trustee Smith seconded the motions. A roll call vote was taken. All in favor, motion passed.

### **DIRECTOR'S REPORT**

Director Kozel-La Ha provided her report to the board. She also provided an updated Project Cost Summary. There was a short review and discussion. The Letter of Credit noted on the chart can be abated back into funding when site work is at 75% complete. The Village will be approached about releasing the LOC.

The Village of Homer Glen received our request for reduction of fees and supporting chart noting what many other communities have done for library projects. Last week, Director Kozel-La Ha and Assistant Director McCambridge met with the new Economic Development Director Janie. Village Manager Cameron Davis attended as well.

The library budget continues to be maintained as conservatively as possible. Customers and staff are positive about the changes. We continue to receive good press in the Homer Horizon with recent articles about our donation to Shady Oaks, the Storybook Walk, etc.

We are currently coordinating what collections needs to be stored (likely reference and biographies) and the details of the phased move into the new space. The movers will store collections and some furniture for reuse. We are not able to store on-site.

Director Kozel-La Ha noted that per Attorney Lenzini, meeting minutes should be simple but contain appropriate detail.

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

Assistant Director McCambridge provided the following recap:

- ComEd switched to the new transformer on a library holiday (January 21<sup>st</sup>) to avoid having to close to the public on a normal working day.
- Beginning January 2, 2013 all libraries must be certified in order to apply for state grants. Both the Director and Assistant Director have completed this certification.
- The new phones will be installed this week.

Director Kozel-La Ha noted that we continue to provide incentives for staff to promote good moral. She is requesting to close the library for a staff in-service day. The board agreed that it was appropriate for Director Kozel-La Ha to do so, and they were in agreement with any decision she made regarding an in-service day.

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

Additional reports are available in the board packets.

## **NEW BUSINESS**

### **RAILS Representative Report**

Trustee Smith stated that RAILS has a buyer for the Wheeling facility. They will be leasing part of the space to continue deliveries. They are also in negotiation with a buyer for the Shorewood building.

New Executive Director Dee Brennan has started her position. She will hold a Meet and Greet on Wednesday at the Shorewood building.

## **COMMITTEE REPORTS**

### **Finance/Budget**

Trustee Budde had no new business to report.

### **Personnel**

President O'Brien was not present and Trustee Levine had no new business to report.

### **Policy**

See below under Personnel Policy Revisions.

### **Legal**

Trustee Smith had no new business to report.

### **Ratify December Financials**

See page 4; Treasurer's Report.

### **Personnel Policy Revisions**

Director Kozel-La Ha recently reviewed parts of the policy with Attorney Lenzini and the following adjustments were made:

- A review of exempt staff was undertaken with the attorney. There will be no compensatory time for exempt employees and the exempt description was updated to reflect this.
- Department Directors will now be referred to as Department Managers. The term "Director" will only be used for the Library Director and Assistant Library Director.
- The organizational chart has been revised.
- 4.5 Meal Breaks/Relief Breaks

The last 2 sentences will read as follows:

*Non-exempt Library employees who leave library property must clock out and clock in upon their return. Employees must notify and coordinate with their department head if they are leaving the building for meal or relief breaks.*

This change was especially necessary with reduced staff and a larger building forthcoming. As we move into the expanded building, we must insure we know where staff are, and have appropriate legal statements in place to detail that leaving the building

means staff clock out when unavailable. Staff can be on the property but once they are off the property they must be clocked out. This is a liability concern, too.

Trustee Smith made a motion to approve the policy changes as recommended by Director Kozel-La Ha as stated above. Trustee Budde seconded the motion. All in favor, motion passed.

### **Abatement Ordinance**

Trustee Budde made a motion to accept Ordinance #2012/13-3, an ordinance abating the tax heretofore levied for the year 2012 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2012, of the Homer Township Public Library District, Will County, IL. Trustee Smith seconded the motion. All in favor, motion passed.

### **ADJOURNMENT**

At 8:47 Vice President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, February 25, 2013 at 7:30 p.m. at Budde Marketing.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon