

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – July 29, 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
Mike Budde, Treasurer
Phyllis Levine, Secretary
Brian Smith

STAFF PRESENT

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

TRUSTEES EXCUSED

Jane Klunk, Vice President
Kitty Mitchell
Kevin Owen

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:

- Resident Carla Dvorak posted a comment on the library Facebook page. "We are so excited about the library's improvements!! It looks great!!"
- FY2013 Public Library Per Capita Grant payment in the amount of \$40,138.98 was received from the office of Judy Baar Topinka, Comptroller of the State of Illinois.
- Resident Rosemary Bryniarski wrote a comment that Friday hours should return to normal.
- Six tax appeals were received from the Will County Board of Review. The appeals were from First Midwest Bank, MB Bank, Countryside Bank, Marquette Bank, Walgreens and CVS.
- Illinois American Water representative Sue Gram sent a card thanking Director Kozel-La Ha and Assistant Director McCambridge for giving IAW the opportunity to be a sponsor of the expansion.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the June 24, 2013 Regular Library Board meeting. Trustee Smith seconded the motion. All in favor, motion passed.

Trustee Smith made a motion to accept the minutes of the June 24, 2013 CLOSED SESSION 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 June 30, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 208,719.76
Certificate of Deposit – First Midwest	\$ 73,199.45
IL Funds – Money Market	\$1,864,325.41
IL Funds – Insurance	\$ 45,324.32
IL Funds – Social Security	\$ 69,977.13
IL Funds – Special Reserve/Capital Improvement	\$ 297,572.49
IL Funds – IMRF	\$ 90,765.06
IL Funds – Audit	\$ 35,276.15
IL Funds – Epay	\$ 391.72
Memorial Funds	\$ 48,039.57
Construction Funds	\$ 620,097.86
Petty Cash	\$ 500.50

TOTAL CURRENT ASSETS **\$3,354,189.42**

There was a short discussion regarding CD in BMO Harris Bank and the Quiet Reading Room.

Petty cash from June 23 – July 29, 2013 totaled \$298.15.

Trustee Budde 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 funds from the Memorial Fund, up to the amount required to be left in the account to keep it open, to the General Fund. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$86,000 from IL Funds to BMO Harris Bank General Funds to pay July bills and August payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Smith seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$143,755 from PMA/Citibank to the BMO Harris Bank General Funds to reimburse the Library for construction payments for July 2013. Trustee Smith 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:

- FY End-year budget showed management's conservative approach was strong again this year. The year-end budget was reduced \$118,000 less than last year.
- The Quiet Reading Room Dedication will be held on Friday, August 16 at 6:00 with a brief program dedication beginning at 6:30. More than 120 Invitations have been mailed out.
- Illinois American Water is providing \$8,000 in funding over three years.
- A mid-point contingency line item adjustment was discussed. The board chose to leave the contingency as it was originally listed in the budget.
- A recommendation to remove section 5.7 from the Personnel Policy and to pay Sunday hours as a regularly scheduled workday. The board approved.
- Various vendors are reviewing the library's current health insurance.
- Moving the CD in BMO Harris Bank was discussed. The decision was made to leave the funds in the CD and use it if needed.
- Director Kozel-La Ha will provide trustees with committee appointments, QRR financials, and the updated employee manual.

Assistant Director's Report

Assistant Director McCambridge is filing the IPLAR and Per Capita Grant applications.

Other Manager's Reports

Manager's reports were in packets

NEW BUSINESS

RAILS Representative Report

Trustee Smith reported that RAILS has begun developing its long range plan.

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 was not present 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 going towards the contingency line.

Tentative Budget & Appropriation Preparation Resolution 2013/14-01

Trustee Smith made a motion to approve the Tentative Budget & Appropriation Preparation Resolution 2013/14-01. Trustee Budde seconded. All in favor, motion passed.

OTHER

Trustee Levine reported on the Quiet Reading Room dedication ceremony, which will be held at 6pm on Friday, August 16, 2013. Invitations have been mailed. Art cards and donation cards are printed. The agenda is set. Refreshments are ordered. It is expected to be a quality event showcasing the Heroes Quiet Reading Room.

EXECUTIVE/CLOSED SESSION

The Library Board did not go into closed session.

ADJOURNMENT

At 8:50 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, August 26, 2013 at 7:30 p.m. at the Homer Township Public Library District.

Respectfully submitted,
[Sara McCambridge](#)
Assistant Director

cc: David Lennon