

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 24, 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 (*arrived 7:43 pm*)
Phyllis Levine, Secretary
Brian Smith
Kitty Mitchell
Kevin Owen (*arrived 7:33 pm*)

STAFF PRESENT

Sheree Kozel-La Ha, Library Director
Sara McCambridge, Assist. Library Dir. (*exited 8:20 pm*)
Carol McSweeney, Business Manager (*exited 8:20 pm*)
Patti Nakutis, Administrative Assistant

TRUSTEES EXCUSED

Mike Budde, Treasurer

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 partial Certificate of Occupancy as of June 10, 2013 was received from Joey Jeraminas, Deputy Fire Marshall of the Homer Township Fire Protection District.
- A letter was received from Joseph Baber, Chief Building Official of the Village of Homer Glen stating that a partial Certificate of Occupancy has been issued.
- A thank you note was received from Tracy Wrase, Recreation Supervisor of the Lockport Township Park District for the bookmobile's participation in the annual Touch-a-Truck event.
- A letter was received from Secretary of State/State Librarian Jesse White regarding the IL Talking Book Outreach.
- Eight (8) thank you notes were received from the Schilling School Oasis students for making scheduled bookmobile stops at the after school program and for library staff visits.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the May 20, 2013 Regular Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

Trustee Smith made a motion to accept the minutes of the May 20, 2013 CLOSED SESSION Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

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

Cash in Bank – BMO Harris Bank	\$ 224,966.04
Certificate of Deposit – First Midwest	\$ 73,196.08
IL Funds – Money Market	\$1,623,943.10
IL Funds – Insurance	\$ 45,323.64
IL Funds – Social Security	\$ 69,976.07
IL Funds – Special Reserve/Capital Improvement	\$ 297,567.99
IL Funds – IMRF	\$ 90,763.69
IL Funds – Audit	\$ 35,275.62
IL Funds – Epay	\$ 391.72
Memorial Funds	\$ 48,038.04
Construction Funds	\$ 801,308.27
Petty Cash	\$ 397.10

TOTAL CURRENT ASSETS **\$3,311,147.36**

There was a short discussion regarding Deposit Detail dated May 22 – June 26, 2013, and Transaction Detail dated May 22 – June 26, 2013.

Petty cash from May 21- June 22, 2013 totaled \$349.17.

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

Trustee Smith moved to transfer \$180,000 from IL Funds to BMO Harris Bank General Funds to pay June bills and July payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Levine seconded the motions. A roll call vote was taken. All in favor, motion passed.

Trustee Smith moved to transfer \$182,097 from PMA/Citibank to the BMO Harris Bank General Funds to reimburse the Library for construction payments for June 2013. Trustee Levine seconded the motions. A roll call vote was taken. All in favor, motion passed.

DIRECTOR'S REPORT

Director Kozel-La Ha provided an overview as follows:

- July 1, 2013 is the scheduled opening day
 - Email and files are up and working
 - Furniture finish changes are pending
 - Partial Certificate of Occupancy was received from the Village and Fire District
 - Southtown Star did a feature article and video
- Revised (reduced) hours effective July 1, 2013 will result in a minor savings.
- The bookmobile is stationed at Homer Jr. High to service library customers through June, twice a week for 6 hours each day. On average there are 47 visitors each day.
- Bookmobile repairs are complete
- \$384,000 in property taxes was received this year as compared to last year
- Due to the collection/furnishings move and issues that necessitated time off, the staff furlough resulted in an unexpected savings of \$11,000. Periodically, safety reasons limited staff from being on site.
- Director Kozel-La Ha will be meeting with BMO Harris Bank, IL American Water, and others for possible sponsorship consideration
- The Heroes Quiet Reading Room Dedication committee met
 - A task list has been set
 - Budget has been set
 - Chamber will do a "web-blast" invite
 - Date is set for Friday, August 16 from 6-8p.m.
- We will review IL State Library Standards chapters for approval this evening

Assistant Director's Report

Assistant Director McCambridge stated that we are moving forward with the transition and construction.

Other Manager's Reports

Additional reports were not available this month due to construction move and limited computer access.

NEW BUSINESS

RAILS Representative Report

Trustee Smith stated that RAILS will be an exhibitor (Booth 112) at the ALA Conference at Chicago's McCormick Place.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde was not present 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) and Director Kozel-La Ha met with Architect Alex Ramsey to clarify expectations and cost concerns as follows:

- Plan to control costs – manage/reduce number of site visits
- No June visit – work was verified during previous “punch list” visit
- The need for a site visit will be evaluated monthly
- They will continue to perform services remotely
- Cost will be billed on time and material at a not to exceed amount
- There will still be a fee to process pay applications as contracted

Issue Log

ICS Consultant Dan distributed a Contingency Summary, Status Log, and an Issue Log dated June 24, 2013. There was nothing new to report on the Contingency Summary.

ICS Consultant Dan reviewed the Status Log as follows:

- Contractor payment - Pay Application #12 in the amount of \$245,459
- The library is scheduled to open Monday, July 1
- Furniture delivery is expected at various intervals through June 30
- The collection move is complete
- Existing furnishings are moved
- Storage of collection and furnishings were done by Hallett Movers
- Computer/server installation took twice as long as expected – 95% complete
- Security cameras complete
- Digital sign – working on issues
- Phones are running
- New/refurbished furniture has begun and continues to arrive
- Contractor punch list – Architect Ramsey will be here Wednesday to review
- Framing has begun in next phase with completion expected in September followed by the move
- Final inspection and occupancy is complete but a final walk-thru will take place Wednesday or Thursday

Consultant Dan reviewed the Issue Log as follows:

- Issue #22/Revise sanitary Insp MH,E parkway Open
- Issue #43/PA System revision Open, pending change order
- Issue #47/Temporary Heating Equipment Open, pending change order
- Issue #52/Fire Alarm Additions Open, pending change order
- Issue #53/Exterior wall finish at CL5 Open
- Issue #66/Power/Data for Digital Sign Open
- Issue #71/Landscape changes @ entry Open
- Issue #72/Relocate outlets @ Circ/AS Complete – pending CSI proposal
- Issue #73/Emergency back-up power system Open, waiting for second proposal
- Issue #74/Server Rm HVAC Open, waiting for proposal
--Room has a door and needs ventilation and cooling – could be several thousand dollars.
- Issue #75/HVAC Diffuser changes QRR Open
- Issue #76/Projector screen power Open
- Issue #77/Entry door lock Open
- Issue #78/Server Room additional power Open
- Issue #79/Delete acoustical ceiling Open
- Issue #80/Relocate Information Sign Open
- Issue #81/HVAC Temp Control Open
- Issue #82/Time Clock Data Port Open
- Issue #84/Exhaust Fan VFDs Open
- Issue #85/Floor Box Covers Open
- Issue #87/Book Locker Power/Data Open
- Issue #88/Adult computer table power connection Open
- Issue #89/Window infill @ Room 122, 146, 143 Open – found in next phase of construction
- Issue #90/Exterior wall infill @ Room 132 Open – found in next phase of construction
- Issue #91/Ceiling Height Room 142 Open – found in next phase of construction

Standards for Illinois Public Libraries - Review: Chapter 10 Marketing, Promotion & Collaboration

Director Kozel-La Ha stated that all State Standards are being met. The board reviewed the checklist of Standards for Marketing, Promotion & Collaboration. The Director reviewed our participation in three or more cooperative activities with other community organizations that include: Goodings Grove Lions Club, Homer Glen Foundation, Shady Oaks Camp, Homer School District 33C, Marian Village, Victorian Village, Homer Chamber of Commerce, Homer Township Administration, etc.

Staff members responsible for the library's marketing efforts include:

Director Kozel-La Ha, Assistant Director McCambridge, Reference Librarian Colby, Adult Services Manager Annen, and Administrative Assistant Nakutis.

Ratify Transfer of Additional Funds

Business Manager McSweeney noted that she received a communication from PMA Financial that they were awaiting 2 library CD's to come due and this necessitated a transfer of \$75,000 to pay construction costs. Director Kozel-La Ha communicated this to the Board President and Trustees.

Trustee Levine made a motion to ratify the transfer \$75,000 from IL Funds General Money Market Account. Trustee Smith seconded. All in favor, motion passed.

Prevailing Wage Ordinance

Trustee Owen made a motion to approve the Prevailing Wage Ordinance. Trustee Mitchell seconded. All in favor, motion passed.

EXECUTIVE/CLOSED SESSION

At 8:20 p.m. Trustee Smith made a motion to go into closed session for the purpose of discussing personnel 2(c)1. Trustee Levine seconded. All in favor, motion passed.

At 8:20 p.m. all staff was excused from closed session.

At 9:09 p.m. the board came out of closed session. Director Kozel-La Ha and Administrative Assistant Nakutis returned to the meeting.

Trustee Klunk made a motion to approve annual raises at 2.7% for library staff. Trustee Levine seconded. All in favor, Trustee Owen and Smith opposed, motion passed.

Trustee Klunk made a motion to approve a 3.5% pay increase for Director Kozel-La Ha. Trustee Levine seconded. All in favor, Trustee Owen and Smith opposed, motion passed.

ADJOURNMENT

At 9:10 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, July 29, 2013 at 7:30 p.m. at Budde Marketing.

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

cc: David Lennon

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – June 24, 2013

The board went into CLOSED SESSION at 8:20 p.m.

TRUSTEES PRESENT

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Jane Klunk, Vice President
Phyllis Levine, Secretary
Brian Smith
Kevin Owen
Kitty Mitchell

TRUSTEES EXCUSED

Mike Budde, Treasurer

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Patti Nakutis

Recording Secretary

cc: David Lennon