

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – November 25, 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  
Kitty Mitchell  
Brian Smith  
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.

**CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- A letter was received from Library Building Consultant Fred Schlipf congratulating us on the completion of our construction project.
- A letter was received from Sue Burkholder; IL State Library Inventory Liaison regarding a tablet we received from the IL State Library Small Administration Grant.
- 2 tax appeals were received from the Will County Board of Review.
- A letter was received from Will County Clerk Nancy Schultz Voots regarding a tax rate objection.

**APPROVAL OF MINUTES**

Trustee Budde made a motion to accept the minutes of the October 28, 2013 Special Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed. Trustee Smith and Trustee Levine abstain.

Trustee Klunk made a motion to accept the minutes of the October 28, 2013 Regular Library Board meeting. Trustee Budde seconded the motion. All in favor, motion passed. Trustee Smith and Trustee Levine abstain.

**TREASURER'S REPORT**

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

Cash in Bank – BMO Harris Bank	\$ 227,638.96
Money Market – First Midwest	\$ 73,214.49
Cert of Deposit – Harris	\$ 438,897.00
IL Funds – Money Market	\$1,827,638.26
IL Funds – Insurance	\$ 45,327.03
IL Funds – Social Security	\$ 69,981.32
IL Funds – Special Reserve/Capital Improvement	\$ 297,590.32
IL Funds – IMRF	\$ 90,770.49
IL Funds – Audit	\$ 35,278.24
IL Funds – Epay	\$ 391.73
Memorial Funds	\$ 10,241.76
Construction Funds	\$ .17
Petty Cash	\$ 463.63

## **TOTAL CURRENT ASSETS**

**\$3,117,433.40**

The board reviewed a comparison chart of Assets from 2012 vs. 2013 which Director Kozel-La Ha had prepared.

Trustee Budde requested an itemized expense chart for services from CSI, ICS, Fred Schlipf, and Engberg Anderson. Director Kozel-La Ha will provide that at the January meeting. Architect Ramsey will be in attendance at the January meeting.

Petty cash from November 1 – 25, 2013 totaled \$418.29.

There was a short discussion regarding Deposit Detail dated October 30 – November 25, 2013, and Transaction Detail dated November 1 – 27, 2013.

Trustee Klunk 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 Budde moved to transfer \$568,000 from IL Funds to BMO Harris Bank General Funds to pay November bills and December 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.

## **DIRECTOR'S REPORT**

Director Kozel-La Ha highlighted items in her report:

- The Open House was a great success. The Silent Auction at the event netted \$1700 that will be used for new books and materials.
- Homer Horizon called for an interview today regarding the Grand Opening – another interview is scheduled tomorrow.
- Pictures have been posted on the website from the event.
- Letters of Appreciation for sponsors and supporting local agencies will be sent, as well as to all of the wonderful volunteers that assisted.
- The Winter Reading Club will take place during the month of February.
- The budget is on track and continues to be conservatively maintained.
- Building Insurance costs increased by only \$320, which is less than expected. This small increase is due to a discount applied because of the newly installed sprinkler system and retrofit system that is now throughout the building.
- Jim Ludwig lost a 15' tree in the recent storm and would like to donate it to anyone as a Christmas tree (it is too cold to replant).

## **Assistant Director's Report**

Assistant Director McCambridge recapped her report as follows:

- Working on the Grand Opening
- Recently signed the Water Pipe Agreement with IL American Water (IAW) which makes IAW responsible for any repairs needed for the pipes that lead from the library building out to the street (it was previously our responsibility).
- Follow up with furniture vendors to complete deliveries

## **Other Manager's Reports**

Manager's reports are available in packets.

## **NEW BUSINESS**

### **ICS Report**

Consultant Dan Eallonardo (ICS) provided an updated report for review.

### **RAILS Representative Report**

Trustee Smith stated gave a recap of RAILS events as follows:

- Long Range Strategic Plan continues with a retreat scheduled in January
- The IL State Library has distributed funding for consulting services
- Work continues on a grant project between RAILS and IL Heartland Library System for *eRead IL*

## **COMMITTEE REPORTS**

### **Finance/Budget**

Trustee Budde had no new business to report.

### **Personnel**

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.

## **EXECUTIVE/CLOSED SESSION**

At 8:01 p.m. Trustee Klunk made a motion to go into Closed Session for the purpose of discussing Personnel 2(c)1. Trustee Owen seconded. All in favor, motion passed. Staff McCambridge, McSweeney, and Nakutis were excused from the meeting.

At 8:18 open session resumed.

Trustee Budde made a motion to accept the recommendation from Director Kozel-La Ha for the Staff Appreciation Brunch and annual cards.

## **ADJOURNMENT**

At 8:19 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, January 27, 2014 at 7:30 p.m.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION – November 25, 2013**

**TRUSTEES PRESENT**

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

**STAFF PRESENT**

Sheree Kozel-La Ha, Library Director

**CLOSED SESSION**

At 8:01 p.m. Trustee Klunk made a motion to go into Closed Session for the purpose of discussing Personnel 2(c)1. Trustee Owen seconded. All in favor, motion passed.

**PERSONNEL**

The board was in discussion.

**ADJOURNMENT**

At 8:18 the board came out of CLOSED SESSION. Open session resumed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon