

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Meeting – October 28, 2013 @ 7 pm

President O'Brien called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Mike Budde, Treasurer
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

Phyllis Levine, Secretary
Brian Smith
Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged staff, and Library Consultant Dan Eallonardo from ICS.

NEW BUSINESS

Public Truth in Taxation Hearing

The meeting was open for public review.

ADJOURNMENT

At 7:35 President O'Brien adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon

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

President O'Brien called the meeting to order at 7:35 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Mike Budde, Treasurer
Kitty Mitchell
Kevin Owen (7:46 pm)

STAFF PRESENT

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

TRUSTEES EXCUSED

Phyllis Levine, Secretary
Brian Smith

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 Homer Township Deputy Fire Marshal Joey Jeraminas stating that the final Fire Sprinkler Acceptance Test met requirements.
- A letter was received from Homer Township Deputy Fire Marshal Joey Jeraminas issuing the 2013 annual Certificate of Occupancy.
- 8 (business) tax appeals were received from the Will County Board of Review.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the September 23, 2013 Special Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

Trustee Klunk made a motion to accept the minutes of the September 23, 2013 Regular Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Business Manager McSweeney stated the current assets as of September 30, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 231,761.09
Money Market – First Midwest	\$ 73,210.76
Cert of Deposit – Harris	\$ 438,897.00
IL Funds – Money Market	\$2,045,037.78
IL Funds – Insurance	\$ 45,325.79
IL Funds – Social Security	\$ 69,979.40
IL Funds – Special Reserve/Capital Improvement	\$ 297,582.16
IL Funds – IMRF	\$ 90,768.00
IL Funds – Audit	\$ 35,277.28
IL Funds – Epay	\$ 391.72
Memorial Funds	\$ 10,240.89
Construction Funds	\$.17
Petty Cash	\$ 224.97

TOTAL CURRENT ASSETS **\$3,338,697.01**

Business Manager McSweeney stated that \$43,000 was withdrawn from the Memorial Fund towards payment for construction, furnishings, and art in the Quiet Reading Room. The room value is \$200,000.

\$7500 of the \$10,000 donation was received from IL American Water.

One more payment remains open to Engberg Anderson. Architect Alex Ramsey will be at the library tomorrow to review the punch list.

President O'Brien appointed Trustee Owen as acting Secretary.

Petty cash from September 24 – October 26, 2013 totaled \$130.52.

There was a short discussion regarding Deposit Detail dated September 24 – October 28, 2013, and Transaction Detail dated September 26 – October 30, 2013.

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

Trustee Budde moved to transfer \$341,000 from IL Funds to BMO Harris Bank General Funds to pay October bills and November 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:

- On Friday, 25 members of the Mokena Library staff and 3 Trustees toured the Homer Library. They were very complimentary regarding how functional our space is now.
- Homer Township Deputy Fire Marshal Joey Jeraminas will be scheduling a tour of the library with the fire crew over several days, so all can see it.
- Will County Sheriff will be scheduling a tour of the library for the police officers.
- The Library Grand Opening is set for Sunday, November 24th from 1-4 pm.
- Sheri Law is drafting a sponsor wall design for the front foyer. Donation levels are unknown at this time.
- 2 new grant opportunities are forthcoming. Director Kozel-La Ha will follow up on them.
- Budget recap: \$13,880 more was spent this year compared to last year. Conservative budget oversight continues.
- Homer Township Library is the official 2014 recipient of funds raised by Gleaners. (Gleaners replaces the Goodings Grove Lions Club).

Assistant Director's Report

Assistant Director McCambridge has filed the Per Capita Grant application and continues to work with on-going construction matters.

Other Manager's Reports

Manager's reports are available in packets.

NEW BUSINESS

ICS Report

Consultant Dan Eallonardo (ICS) reported on the remodeling, construction, outstanding issues and expected costs against the contingency amount. We will request final occupancy within the next couple weeks. We are currently \$22,594.56 over the contingency budget. It is estimated that we will be at \$45,000 at completion.

Approximately 88% of the total construction bill has been paid to date to CSI. The retention is still being held. A pay-app was not submitted this month.

At 8:30 p.m. Dan departed the meeting.

RAILS Representative Report

Trustee Smith was not present to report.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde had no new business to report.

Personnel

Trustee Levine was not present to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Smith was not present to report.

Adopt Levy Ordinance for FY 2013/14

Trustee Klunk moved to adopt Ordinance 2013/14-2, for the Levy and Assessment of taxes for the fiscal year beginning July 1, 2013 and ending June 30, 2014. Trustee Budde seconded the motion. A roll call vote was taken. All in favor, motion passed.

Truth in Taxation Certificate

President O'Brien signed the Certificate of Compliance.

EXECUTIVE/CLOSED SESSION

The Library Board did not go into closed session.

ADJOURNMENT

At 8:33 President O'Brien adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon