

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Meeting – September 23, 2013 @ 7 pm

Vice President Klunk called the meeting to order at 7:01 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

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

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
Mike Budde, Treasurer

AUDIENCE TO VISITORS

Vice President Klunk acknowledged staff, and Library Consultant Dan Eallonardo from ICS.

NEW BUSINESS

Public Review of Budget & Appropriation 2013/14

The meeting was open for public review of the Budget & Appropriation 2013/14.

Director Kozel-La Ha stated that appropriation numbers are lower than last year, due to bond/construction monies being addressed. We continue to manage the budget conservatively as we move into paying the new bond back.

ADJOURNMENT

At 7:31 Trustee Levine made a motion to adjourn the meeting. Trustee Owen seconded. All in favor, meeting adjourned.

There will be a special board meeting on Monday, October 28, 2013 at 7 p.m. The next regularly scheduled board meeting will be held on Monday, October 28, 2013 at 7:30 p.m.

Respectfully submitted,
Patti Nakutis
Administrative Assistant

cc: David Lennon

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 23, 2013

Vice President Klunk called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Jane Klunk, Vice President
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STAFF PRESENT

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AUDIENCE TO VISITORS

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NEW BUSINESS

Insurance

Farmers Insurance and Financial Services Agent Steve Orlando was present to discuss the staff medical plan. A Cost Savings Analysis was distributed to the board showing a savings through the Affordable Care Act with an early renewal effective January 1, 2014. This was brought forward due to registration and enrollment due in mid-October. With a higher deductible, individual employee deductibles would increase and debit health cards will offset costs. This plan is available to our pool (not all) and offers a significant annual savings. Plan use and savings generated will be reviewed after the first year.

Trustee Levine made a motion to approve the change to the Blue Cross Blue Shield high deductible medical plan with debit health cards issued to offset deductibles, effective January 1, 2014. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

Steve Orlando departed the meeting at 7:52 p.m.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A congratulatory letter was received from U.S. Senator Richard Durbin regarding the library's 30th anniversary. He was unable to attend the Dedication Event.
- A letter was received from Illinois Library Employee Benefit Plan (ILEBP) regarding the termination of membership for Homer Township Public Library in the ILEBP medical plan.
- A thank you letter was sent to the Homer Glen Foundation from Homer Glen Mayor James Daley and Village Trustee/Chairperson Parks & Recreation Marcia DeVivo for the \$3,000 donation to help pay for a connection to the Heroes Trail system. Director Kozel-La Ha is a trustee of the Foundation.
- A letter of contribution was received from Sr. Manager Field Services & Production Michael Smyth of IL American Water. A 2013 donation of \$7500 was received for the Family Activity Room, programming, and materials, with a 2014 donation of \$1250, and 2015 donation of \$1250 to follow.

- A letter was received from Attorney General Lisa Madigan regarding the Freedom of Information Act (FOIA) Request for Review from Louis Broccolo of the New Lenox Public Library. It was concluded that Director Kozel-La Ha / Homer Twp. Library was in complete compliance.
- 4 tax assessments were received from the Will County Board of Review.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the August 26, 2013 Regular Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed.

Vice President Klunk appointed Trustee Owen as acting Treasurer.

TREASURER’S REPORT

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

Cash in Bank – BMO Harris Bank	\$ 232,942.80
Money Market – First Midwest	\$ 73,207.03
Cert of Deposit – Harris	\$ 438,897.00
IL Funds – Money Market	\$1,692,746.48
IL Funds – Insurance	\$ 45,325.41
IL Funds – Social Security	\$ 69,978.81
IL Funds – Special Reserve/Capital Improvement	\$ 297,579.65
IL Funds – IMRF	\$ 90,767.24
IL Funds – Audit	\$ 35,276.99
IL Funds – Epay	\$ 391.72
Memorial Funds	\$ 48,042.73
Construction Funds	\$ 38,529.38
Petty Cash	\$ 311.39

TOTAL CURRENT ASSETS **\$3,063,996.63**

Petty cash from September 2 – September 11, 2013 totaled \$56.53.

There was a short discussion regarding Deposit Detail dated August 27 – September 23, 2013, and Transaction Detail dated September 1 – September 23, 2013.

Trustee Smith 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 Owen moved to transfer \$321,659 from IL Funds to BMO Harris Bank General Funds to pay September bills and October 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.

DIRECTOR’S REPORT

Director Kozel-La Ha highlighted items in her report:

- Director Kozel-La Ha stated that the Village of Homer Glen Environment Committee (Chair Margaret Sabo) has chosen the Homer Library to be the recipient of a 5-1/2 inch Celebration Maple tree, which they will plant near the outdoor sign. This donation of tree and planting is estimated to cost approximately \$2,000. As a celebration of the 11th annual Homer Glen Lands Day the Tree Planting Ceremony will take place at 10:30 a.m. Friday, Oct. 25, at the Homer Township Public Library District, 14320 W. 151st St. in Homer Glen. The tree from Teerling Nursery will be planted near the

front entrance and west of the library building by Rick Gomez owner of Instant Shade Tree Transplanting Inc.

- A SCAN Committee was developed. There was an initial meeting to discuss a 2013 SWOT analysis of strengths, weaknesses, opportunities, and threats. A chart listing of committee points was provided for review and discussion.
- The Library and bookmobile participated in the Chamber Expo event that had 1,000 attendees.
- Goodings Grove Lions Club has disbanded. There is a new Oak Street Chapter tied into the Gleaners Life Insurance organization, which will undertake community service projects and has chosen the library as the recipient of community support for the first year.
- The Director congratulated Patti Nakutis who was awarded a grant for the library to receive a collection of the popular "Idiot's Guide Series" from Library Journal.
- Sara McCambridge has been asked to serve and joined the Prairie Cat Administrative Council board.

Assistant Director's Report

Assistant Director McCambridge is filing 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, and outstanding issues including proposed timelines and expected costs against the contingency amount.

The current scheduled closing/move is Monday, September 30th with plans to reopen Monday, October 21st. The punch list will likely still need to be addressed after the opening date. The landscaping should be completed at the end of this week. (The plants have a 12 month warranty).

At 8:48 p.m. Dan departed the meeting.

RAILS Representative Report

Trustee Smith stated that the RAILS board meeting is scheduled for Friday, Sept. 27 at New Lenox Library. Some topics of discussion include outsourcing a delivery service for inter-library loans outside of the system, the Strategic Planning Process, and 2 grant projects (E-read IL and Discovery Overlay).

COMMITTEE REPORTS

Finance/Budget

Trustee Budde was not present 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.

Budget & Appropriation Ordinance 2013/14-2

Trustee Smith moved to adopt Resolution 2013/14-2, Resolution of the Homer Township Public Library District determining an amount of money necessary to be raised by taxation for the July 1, 2013-June 30, 2014 fiscal year at a total of \$2,492,000. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Smith moved to adopt Ordinance 2013/14-1 fiscal year July 1, 2013 thru June 30, 2014 Budget and Appropriation Ordinance of the Homer Township Public Library District Will County, Illinois. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Other

Director Kozel-La Ha stated that Administrative Assistant Nakutis was successful in her application and due to her effort the library will receive 10 free books (Idiot's Guide series) from Library Journal.

Assistant Director McCambridge was appointed as Administrative Council on the Prairie Cat board.

EXECUTIVE/CLOSED SESSION

The Library Board did not go into closed session.

ADJOURNMENT

At 8:53 Trustee Smith made a motion to adjourn the meeting. Trustee Levine seconded the motion. All in favor, motion passed.

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Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon