

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – December 1, 2014

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
Phyllis Levine, Secretary
Mike Budde, Treasurer
Kevin Owen
Kitty Mitchell
Brian Smith

STAFF PRESENT

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

AUDIENCE TO VISITORS

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

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- An invitation was received from the Homer Township Chamber of Commerce for the Annual Holiday party at Ruffled Feathers on December 4th at 5:30 p.m.
- Four Tax appeals were received from the Will County Board of Review.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the SPECIAL minutes of the October 27, 2014 Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed. Trustee Smith abstained.

Trustee Budde made a motion to accept the minutes of the October 27, 2014 Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed. Trustee Smith abstained.

Trustee Klunk made a motion to accept the CLOSED SESSION minutes of the October 27, 2014 Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed. Trustee Smith abstained.

NEW BUSINESS

ICS Report

Dan Eallonardo provided a construction update - there are 3 items that remain unresolved to date:

- Manuals need to be provided by the contractor for the new maintenance equipment.
- Final Certificate of Occupancy needs to be issued from the Village. The "As Built Survey" is due to be submitted to the Village this month.
- Acceptance of Landscaping – Specifications were not fully met by contractor. ICS is negotiating next steps and is in contact with CSI.

Dan departed the meeting at 8:02 p.m.

TREASURER'S REPORT

Business Manager McSweeney recapped the current assets as of October 31, 2014 as follows:

Checking – BMO Harris	\$ 231,314.07
Money Market – 1st Midwest	\$ 73,258.43
IL Funds	\$2,071,709.32
IL Funds – Insurance	\$ 45,333.72
IL Funds – Social Sec	\$ 69,991.70
IL Funds – Special Reserve	\$ 297,634.62
IL Funds – IMRF	\$ 90,783.95
IL Funds – Audit	\$ 35,283.44
IL Funds – Epay	\$ 874.43
Petty Cash	\$ 501.58
TOTAL CASH & CASH EQUIVALENTS	\$2,916,685.26

There was a short discussion regarding the IL Funds Audit balance.

Petty cash from October 31 – November 21, 2014 totaled \$375.20.

There was a short discussion regarding Deposit Detail dated October 28 – November 30, 2014, and Transaction Detail dated November 12 – 30, 2014.

Trustee Klunk moved to approve 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 \$125,000 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 Smith seconded the motion. A roll call vote was taken. All in favor, motion passed.

DIRECTOR'S REPORT

Director Kozel-La Ha highlighted the following items from her report:

- Homer Township Library was pleased to be asked to participate with a page of information and pictures in the 2015 Lockport Chamber Guide.
- A new Copy/Print Equipment Management System will be implemented soon.
- Budget expenditures are 6% above the same timeframe as last year.
- We are in receipt of the Audit (copies were distributed). They were prepared by a new firm this year. Director Kozel-La Ha will ask the auditors to attend an upcoming board meeting.
- The Ludwig family provided (3) aerial view framed photographs of the library property and surrounding.

Assistant Director's Report

Assistant Director McCambridge did not provide a report.

Other Manager's Reports

Additional Manager reports to the Director are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith provided the following update:

- The quarterly RAILS Video Conference will be held on December 11th
- According to the IL Register, IL State Library is publishing proposed new regulations for regional library systems.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde had no new business to report.

Personnel

President O'Brien 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.

Legislative Update

Director Kozel-La Ha provided a legislative overview with a handout highlighting the Legislative Scorecard and 2015 Illinois Library Association Public Policy Initiatives. Kip Kolkmeier, ILA Lobbyist, provides an annual ILA program that was informative regarding library initiatives, bills affecting libraries, etc.

IL State Standards Review – Chapter 5 Technology

Director Kozel-La Ha provided a review on Chapter 5. The library currently meets Chapter 5 Standards for technology. It was noted the library has no eligibility for telephone e-rate discounts due to the phone contract.

Insurance Review

Director Kozel-La Ha noted that we have a 2 year renewal with Horton Insurance. The library has a \$3,000+ savings this year compared to last year – partially due to the new sprinkler system. There was also a substantial savings from Workmen's Compensation.

Trustee Facts File - Chapter 2 / Klunk

Trustee Klunk provided a review of Chapter 7 from the Trustee Facts File.

Other

President O'Brien stated that the Staff Event will be held on Sunday, January 25 at Ruffled Feathers. All Trustees were in agreement. Annual cards for staff were also approved.

ADJOURNMENT

At 8:42 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, January 26, 2015 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon