

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 24, 2014

President O'Brien called the meeting to order at 7:34 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Phyllis Levine, Secretary
Kitty Mitchell
Brian Smith (arrived 7:35 pm)
Kevin Owen

STAFF PRESENT

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

STAFF EXCUSED

Sara McCambridge, Assistant Director

TRUSTEES EXCUSED

Mike Budde, Treasurer

AUDIENCE TO VISITORS

President O'Brien acknowledged staff and visitors Mike Smith; Municipal Advocate & Senior Manager of Field Services & Sue Gram; Municipal Advocate of IL American Water.

NEW BUSINESS

IL American Water (IAW)

Mike and Sue introduced themselves and thanked the board for the opportunity to be a sponsor to the library. Homer Library is the first and only library they have sponsored. They were inspired by Director Kozel-La Ha's vision and were happy to be a small part of this amazing transformation. The IAW mascot "Puddles" will be utilized in children's activities and programming. Educational opportunities for adults will include programs regarding water issues, conservation, etc.

IAW has committed \$7500 for 2013, \$1250 for 2014, and \$1250 for 2015. President O'Brien and the board took a moment for photos and thanked them for their generous donation.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter was received from IL State Librarian Jesse White awarding the library a Per Capita Grant in the amount of \$48,823.75.
- A letter was received from the Will County Board of Review regarding a tax exemption application.
- A letter was received from Dan Eallonardo of Independent Construction Services (ICS) regarding resolution to the Expansion Project. ICS will continue services at the original discounted billing rate.
- A letter and follow letter was received from Accountant David Lennon of Senesac & Lennon regarding changes to the monthly financial statements.
- A letter was received from Rosella Trotter of Homer Township Chamber of Commerce in appreciation for our annual renewal for membership.
- Thank you notes were received from the following staff regarding the Staff Appreciation Brunch:
 - Youth Services Manager Olivieri
 - Adult Services Manager Annen
 - Administrative Assistant Nakutis
 - Bookmobile Manager Reed
- Holiday cards were received from the following:
 - Budde Marketing Systems, Inc.

- IL American Water
- Gleaners Club - Fraternal Department

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the January 27, 2014 Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed.

Trustee Owen made a motion to accept the minutes of the January 27, 2014 CLOSED Session Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

Accountant Dave Lennon will be in attendance at the March or April board meeting.

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

Cash in Bank – Harris Checking	\$ 223,007.24
Money Market – 1st Midwest	\$ 73,225.57
Cert of Deposit – Harris	\$ 438,897.00
IL Funds	\$1,004,465.44
IL Funds – Insurance	\$ 45,329.24
IL Funds – Social Sec	\$ 69,984.73
IL Funds – Special Reserve	\$ 297,604.91
IL Funds – IMRF	\$ 90,774.92
IL Funds – Audit	\$ 35,279.96
IL Funds – Epay	\$ 639.73
Memorial Funds-Sub Schdul	\$ 10,244.34
Construction Funds-Sub Sch	\$.17
Petty Cash	\$ 148.25
TOTAL CURRENT ASSETS	\$2,289,601.50

Due from Other Funds (for Auditor report) \$ 597,225.63

Petty cash from January 29 – February 24, 2014 totaled \$305.90.

There was a short discussion regarding Deposit Detail dated January 28 – February 24, 2014, and Transaction Detail dated January 28 – February 24, 2014.

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

Trustee Smith moved to transfer \$66,000 from IL Funds to BMO Harris Bank General Funds to pay February bills and March 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 provided a Construction Chart and recap of Expenses/Balance Due for Construction Solutions of IL, Inc., Engberg Anderson Inc., Independent Construction Services, and Fred Schlipf.

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

- Insurance claims regarding the flood have been submitted – we have a \$1000 deductible
- Budget expenditures are at 50% of the working budget, at the 7 month mark
- 3 new part-time staff members have been hired - 2 at Circulation and 1 in Adult Services

- Pat Fuglsang/Circulation retired and Diana Hollingsworth/Youth Services will be retiring in May
- Trustee photos are needed for our upcoming newsletter
- Assistant Director McCambridge and Tech Services Clerk Wroblewski continue to be out on personal leave

Assistant Director's Report

The Assistant Manager's report is unavailable this month.

Other Manager's Reports

Manager's reports are available in packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith gave a recap of RAILS events as follows:

- The monthly RAILS board meeting will be held this Friday. The Strategic Plan is expected to be approved as well as a Lease-back Contract for the East Peoria property.
- Contract talks continue regarding the purchase of the Geneva building.

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.

ICS Report

Dan Eallonardo was not present, but provided an updated Contingency Summary, Contract and Change Order Summary, and an Issue Log for review.

ADJOURNMENT

At 8:15 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, March 24, 2014 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant