

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – January 27, 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  
Mike Budde, Treasurer  
Phyllis Levine, Secretary  
Kitty Mitchell  
Brian Smith  
Kevin Owen

**STAFF PRESENT**

Sheree Kozel-La Ha, Library Director  
Patti Nakutis, Administrative Assistant

**STAFF EXCUSED**

Sara McCambridge, Assistant Director  
Carol McSweeney, Business Manager

**TRUSTEES EXCUSED**

Jane Klunk, Vice President

**AUDIENCE TO VISITORS**

President O'Brien acknowledged staff and visitors John Williams of Hearne & Associates, P.C. and Dan Eallonardo of ICS.

**NEW BUSINESS**

**Audit Review**

John Williams presented an Audit Review. There were no issues, no disagreements. John also presented and reviewed a list of recommendations. He noted that expenses have been steady from year to year, a testament of administrative oversight and planning, and have been maintained conservatively during construction. John departed the meeting at 7:50 p.m.

**CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- A letter was received from Anne Craig; Director IL State Library regarding the annual Library Certification process. Certification makes you eligible for system membership which includes state sponsored grants and system services. (Director Kozel-La Ha has already completed the requirements).
- A letter was received from Janelle Werk; Inside Claim Rep of Hartford Casualty Insurance Company stating that our recent claim (flood damage) has been delayed. They are waiting for an estimate of damages. To date, two checks have been received (\$3,389/phones and \$12,671/computers).
- A letter of resignation was received from Patricia Fuglsang. After 20 years of service, her last day will be January 31, 2014.
- A holiday card and \$500 donation was received from the residents of Marian Village.
- A thank you note was received from Drew Winkel of HomePages. The library placed a listing in the local HomePages directory.
- A thank you card was received from Director Kozel-La Ha for the board's on-going support.
- A thank you card was received from Administrative Assistant Nakutis for the board's support during construction.
- Holiday cards were received from the following businesses:
  - Southwest Pest Control
  - Homer Township Highway Department
  - Hearne & Associates, P.C.
  - Controlled Environmental Systems, Inc.

## **APPROVAL OF MINUTES**

Trustee Budde made a motion to accept the minutes of the November 25, 2013 Library Board meeting. Trustee Smith seconded the motion. All in favor, motion passed.

Trustee Smith made a motion to accept the minutes of the November 25, 2013 CLOSED Session Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

## **TREASURER'S REPORT**

Current assets as of November 30, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 167,985.45
Money Market – First Midwest	\$ 73,217.98
Cert of Deposit – Harris	\$ 438,897.00
IL Funds – Money Market	\$1,264,550.75
IL Funds – Insurance	\$ 45,328.03
IL Funds – Social Security	\$ 69,982.87
IL Funds – Special Reserve	\$ 297,596.94
IL Funds – IMRF	\$ 90,772.50
IL Funds – Audit	\$ 35,279.02
IL Funds – Epay	\$ 451.73
Memorial Funds-Sub Schedule	\$ 10,242.60
Construction Funds-Sub Sch	\$ .17
Petty Cash	\$ 553.67
<b>TOTAL CURRENT ASSETS</b>	<b>\$2,494,858.71</b>

Current assets as of December 31, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 221,475.75
Money Market – First Midwest	\$ 73,221.84
Cert of Deposit – Harris	\$ 438,897.00
IL Funds – Money Market	\$1,132,452.07
IL Funds – Insurance	\$ 45,328.70
IL Funds – Social Security	\$ 69,983.90
IL Funds – Special Reserve	\$ 297,601.35
IL Funds – IMRF	\$ 90,773.84
IL Funds – Audit	\$ 35,279.54
IL Funds – Epay	\$ 639.73
Memorial Funds-Sub Schedul	\$ 10,243.47
Construction Funds-Sub Sch	\$ .17
Petty Cash	\$ 505.56
<b>TOTAL CURRENT ASSETS</b>	<b>\$2,416,402.92</b>

Petty cash from November 26 - December 16, 2013 totaled \$64.08.

Petty cash from January 2 – 16, 2014 totaled \$128.68.

There was a short discussion regarding Deposit Detail dated December 2 – 31, 2013 and January 1 – 27, 2014, and Transaction Detail dated December 11 – 23, 2013, and January 1 – 27, 2014.

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

Trustee Levine moved to approve the December 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 \$128,000 from IL Funds to BMO Harris Bank General Funds to pay January bills and February 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.

Trustee Budde moved to approve the transfer of \$177,000 from IL Funds to BMO Harris Bank General Funds to pay December bills and January payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Mitchell 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:

- A Vendor Quick Report was distributed detailing construction costs
- We will conduct a survey this spring for hours, usage patterns, programs, etc.
- Job applications continue to be reviewed for positions in Adult Services and Circulation
- Winter Reading Club kicks off February 1<sup>st</sup>
- We are considering a website redesign in 2014/2015

There was a short discussion regarding meeting room use by the public. We will be reviewing the Meeting Room Use Policy and Insurance.

### **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:

- Long Range Planning continues with discussion at the upcoming board meeting this Friday
- Contract talks continue regarding the purchase/lease of the East Peoria building
- Adult Services Manager Annen is part of the new PC Training Committee for the PrairieCat catalog

### **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 was not present to report.

#### **Legal**

Trustee Smith had no new business to report.

#### **Ratify December Financials**

See Treasurer's Report.

### **ICS Report**

Consultant Dan Eallonardo (ICS) provided an updated report for review. There was a short discussion regarding the insurance claim and the need for additional insulation. The board was in agreement to continue with repairs and proceed with the necessary work at a cost of approximately \$6185 which is scheduled for installation Monday, February 3<sup>rd</sup>.

Dan departed the meeting at 9:07 p.m.

### **Abatement Ordinance**

Director Kozel-La Ha explained that the Abatement is an annual ordinance done to prevent the self-funded bond from applying to the tax rolls.

Trustee Smith made a motion to approve Ordinance #2013/14-3 abating the tax heretofore levied for the year 2013 to pay debt service on General Obligation Bonds of the Homer Township Public Library District, Will County, Illinois. Trustee Levine seconded the motion. All in favor, motion passed.

### **EXECUTIVE/CLOSED SESSION**

At 9:10 p.m. Trustee Smith made a motion to go into Closed Session for the purpose of discussing Long Range Planning 2(c)5. Trustee Owen seconded. All in favor, motion passed.

At 9:19 open session resumed.

### **ADJOURNMENT**

At 9:19 President O'Brien adjourned the meeting.

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

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION – January 27, 2014**

**TRUSTEES PRESENT**

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

**STAFF PRESENT**

Sheree Kozel-La Ha, Library Director  
Patti Nakutis, Administrative Assistant

**TRUSTEES EXCUSED**

Jane Klunk, Vice President

**CLOSED SESSION**

At 9:10 p.m. Trustee Smith made a motion to go into Closed Session for the purpose of discussing Long Range Planning 2(c)5. Trustee Owen seconded. All in favor, motion passed.

**LONG RANGE PLANNING**

The board was in discussion regarding consulting services.

**ADJOURNMENT**

At 9:19 the board came out of CLOSED SESSION. Open session resumed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon