

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – July 28, 2014

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

STAFF PRESENT

Sara McCambridge, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

STAFF EXCUSED

Sheree Kozel-La Ha, Library Director

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Correspondence was tabled until next month.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the minutes of the June 23, 2014 Library Board meeting. Trustee Levine seconded the motion. All in favor, President O'Brien, Trustee Smith, and Trustee Mitchell abstained. Motion passed.

Trustee Smith made a motion to accept the CLOSED SESSION minutes of the May 19, 2014 Library Board meeting. Trustee Owen seconded the motion. All in favor, Trustee Mitchell abstained. Motion passed.

TREASURER'S REPORT

Business Manager McSweeney recapped the current assets as of June 30, 2014 are as follows:

Checking – BMO Harris	\$ 182,546.92
Money Market – 1st Midwest	\$ 73,243.62
Cert of Deposit – BMO Harris	\$ 438,897.00
IL Funds	\$1,241,360.37
IL Funds – Insurance	\$ 45,331.83
IL Funds – Social Sec	\$ 69,988.75
IL Funds – Special Reserve	\$ 297,622.06
IL Funds – IMRF	\$ 90,780.13
IL Funds – Audit	\$ 35,281.97
IL Funds – Epay	\$ 728.73
Petty Cash	\$ 449.96

TOTAL CURRENT ASSETS **\$2,476,231.34**

Petty cash from June 23 – July 25, 2014 totaled \$17.20.

There was a short discussion regarding Deposit Detail dated June 25 – July 28, 2014, and Transaction Detail dated July 1 – July 28, 2014.

There was a short discussion regarding bills from Attorney John Even dating back to 2011. Business Manager McSweeney stated that these are for past ordinances and resolutions. Trustee Budde recommended that McSweeney request that bills are submitted in a more timely fashion (every 6 months).

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

Business Manager McSweeney stated that the Certificate of Deposit from BMO Harris Bank (\$438,897) can be closed out and deposited into General Funds. If this is done, a transfer of funds will not be necessary this month.

Trustee Budde moved to close the Certificate of Deposit from BMO Harris Bank in the amount of \$438,897 and transfer the funds into BMO Harris Bank General Funds to pay July bills and August 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.

President O'Brien and Trustee Budde will go to BMO Harris Bank tomorrow to authorize the transfer.

DIRECTOR'S REPORT

Assistant Director McCambridge stated that Director Kozel-La Ha noted that the budget shows a \$42,000+ increase in surplus monies compared to the same time last year.

Assistant Director's Report

Assistant Director McCambridge reviewed her report as follows:

- McCambridge continues to work on the 2013/14 Annual Report filed with the State of Illinois which is due September 1. This report details library holdings, staff, computers, and usage.
- McCambridge continues to work on statistics for the Per Capita Grant.

Other Manager's Reports

Manager's reports are available in packets.

UNFINISHED BUSINESS

There was a short discussion regarding the Building and Construction and Renovation Fund Financial Report.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted that the Illinois State Library is revising regulations for IL Library Systems. These revisions will be up for comment through August 18th @ <http://illibrarysystemstandards.wordpress.com/>. Major changes will reflect the current service model since the merger. One of the changes that will no longer be included is Continuing Education.

Administrative Ready Reference was discussed at the last RAILS board meeting. The last update was several years ago. Attorney Phil Lenzini is currently working on an update which should be available this fall.

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.

ICS Report

Dan Eallonardo was not present to report.

Trustee Budde asked about the landscape and grounds. Assistant Director McCambridge noted that ICS/Dan has asked for proposals. Mulch will be removed and replaced with stone. The parking lot work will begin shortly.

Assistant Director McCambridge also noted that the area nearest the Township building is designated "prairie". There is a proposed annual cost of \$8,000 to do an annual burn and maintain weed control. It was suggested that a "Native Prairie Plants" sign be placed in that area.

Standards Review Chapter 2 – Governance/Administration

This was tabled until the August meeting.

Tentative Budget & Appropriation Review

It is noted that the Tentative Budget and Appropriation Ordinance is available for public review. The budget and appropriation is formulated by Attorney John Even. Line item amounts are not actual, but inflated. This document provides the library with the authority to spend in budget categories. The Budget and Appropriation will be approved in August.

ADJOURNMENT

At 8:05 President O'Brien adjourned the meeting.

Next month there will be a Special meeting at 7 pm on Monday, August 25. The next regularly scheduled board meeting will be held on Monday, August 25, 2014 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon