

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – June 23, 2014

President O'Brien called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Jane Klunk, Vice, President
Phyllis Levine, Secretary
Mike Budde, Treasurer
Kevin Owen

STAFF PRESENT

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

TRUSTEES EXCUSED

Dr. Edward O'Brien, President
Brian Smith
Kitty Mitchell

AUDIENCE TO VISITORS

Vice President Klunk acknowledged staff. Dan Eallonardo of ICS arrived at 7:45 p.m.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A phone call and email request was received from District Secretary Charlene Amoroso to House Republican Leader Jim Durkin asking Homer Library to host *Durkin Traveling Hours in Homer Glen*. The library will hold the program on July 15.
- (3) Tax appeals were received from the Will County Board of Review
- A thank you note was received from Debbie Smothers of Operation Care Package for troops overseas. The Homer Library and Bookmobile recently ran a donation program and dropped off items to OCP at the Will County Farm Bureau.

APPROVAL OF MINUTES

Trustee Budde made a motion to accept the minutes of the May 19, 2014 Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed. CLOSED SESSION minutes were tabled until next month.

TREASURER'S REPORT

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

Checking – BMO Harris	\$ 201,538.80
Money Market – 1st Midwest	\$ 73,239.89
Cert of Deposit – BMO Harris	\$ 438,897.00
IL Funds	\$1,049,543.83
IL Funds – Insurance	\$ 45,331.25
IL Funds – Social Sec	\$ 69,987.85
IL Funds – Special Reserve	\$ 297,618.23
IL Funds – IMRF	\$ 90,778.97
IL Funds – Audit	\$ 35,281.52
IL Funds – Epay	\$ 713.73
Petty Cash	\$ 155.87

TOTAL CURRENT ASSETS **\$2,303,086.94**

Petty cash from May 21 – June 23, 2014 totaled \$388.87.

There was a short discussion regarding Deposit Detail dated May 20 – June 25, 2014, and Transaction Detail dated May 29 – June 25, 2014.

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

Trustee Budde moved to transfer \$234,000 from IL Funds to BMO Harris Bank General Funds to pay June bills and July payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Levine 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:

- We are in the process of reviewing the IL State Standards. Chapter 1 Core Standards has been reviewed this month and we are in compliance.
- We have coordinated 44 reading sponsors for the Summer Reading Club including BMO Harris Bank for an off-site program at Big Run Wolf Ranch.
- We have partnered with the Homer Horizon newspaper for an upcoming Shark Week bank contest. Editor Lauren Finkler will judge the category "Editor's Choice".
- The Jim Durkin visit has been arranged for July 15 from 5-7pm
- The Annual Used Book Sale is scheduled for August.
- The December bond payment will be interest only.
- Community Guides were made available through the Homer Horizon and are available at the library. The library has a full page ad.
- At last month's board meeting Trustee Smith had a question regarding the agenda. Director Kozel-La Ha reviewed this with the board.

Assistant Director's Report

Assistant Director McCambridge reviewed her report as follows:

- Sara continues to work with each department regarding adequate staffing during staff vacations
- We continue to address WiFi and other computer issues

Other Manager's Reports

Manager's reports are available in packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith was not present to report.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde had no new business to report.

Personnel

President O'Brien was not present to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Smith was not present to report.

ICS Report

Dan Eallonardo of ICS distributed an Issue Log for review and discussion. The following items remain open:

- 112 Robinson Engineering Additional Services
- 174 HVAC Alarms
- 186 Replace Damaged Shrub @ West Parking Lot
- 187 HVAC Control of Modulating Dampers
- 188 HVAC User Password – Administration Rights
- 189 Asphalt Replacement west parking lot
- 190 Native Grass/Landscape Establishment
- 192 Exterior Leaks at South Elevation

Dan commended CSI for their continued responsiveness to upcoming issues.

There was a short discussion regarding 2 notices for payment from subcontractors. This issue is under review by Architect Alex Ramsey.

Dan continues to work with Director Kozel-La Ha and Assistant Director McCambridge on Preventative Maintenance Contracts.

At 8:35 p.m. Dan departed the meeting.

Prevailing Wage Ordinance

Trustee Budde made a motion to approve Ordinance #2013/14-5 Prevailing Wage Ordinance Homer Township Public Library District Will County, IL for fiscal year July 1, 2014 – June 30, 2015. Trustee Owen seconded the motion. A roll call vote was taken. All in favor, motion passed.

Standards Review Chapter 1 – Core Standards

Director Kozel-La Ha noted that Core 25 was added. We are in compliance with all of Chapter 1.

Resolution to Determine Funds

Trustee Owen made a motion to approve Resolution #2013/14-3 Fiscal Year July 1, 2014 thru June 30, 2015 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL approving preparation and making available a tentative budget and appropriation ordinance. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Other

Trustee Levine notified the board of the passing of Senator Radogno's daughter. Wake services will be held Friday, June 27th in Countryside. Director Kozel-La Ha noted that the library would send a card and a coffee table book will be purchased in her memory for the Quiet Reading Room.

There was a short discussion regarding final occupancy.

ADJOURNMENT

At 8:49 Vice President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, July 28, 2014 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon

Homer Township Public Library
Regular Meeting
MinutesJUNE14

Board of Trustees
6/23/14