

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – March 24, 2014

Vice President Klunk called the meeting to order at 7:32 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Jane Klunk, Vice President
Phyllis Levine, Secretary
Mike Budde, Treasurer
Kitty Mitchell

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
Kevin Owen

AUDIENCE TO VISITORS

Vice President Klunk acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter was received from Danielle Alderson of American Library Association (ALA). Homer Township Library was selected as a library distribution site for World Book Night.
- A letter of resignation was received from Circulation staff member Lizzie Lorang. Her last day will be April 24. The board wished her well in her future post-college plans.
- Trustees are invited to attend the Annual State of the Village Luncheon on April 8th at Woodbine.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the February 24, 2014 Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

Business Manager McSweeney recapped the current assets as of February 28, 2014 are as follows:

Checking – BMO Harris	\$ 190,692.48
Money Market – 1st Midwest	\$ 73,228.94
Cert of Deposit – BMO Harris	\$ 438,897.00
IL Funds	\$ 938,474.69
IL Funds – Insurance	\$ 45,329.65
IL Funds – Social Sec	\$ 69,985.37
IL Funds – Special Reserve	\$ 297,607.65
IL Funds – IMRF	\$ 90,775.75
IL Funds – Audit	\$ 35,280.28
IL Funds – Epay	\$ 639.73
Money Market-Memorial Fund	\$ 10,670.13
Cash in Bank-PMA/Citibank	\$.17
Petty Cash	\$ 442.70
TOTAL CURRENT ASSETS	\$2,192,024.54
<i>Due from Other Funds (for Auditor report only)</i>	<i>\$ 605,939.89</i>

Director Kozel-La Ha stated that the Financial Statement has changed slightly per the Auditor's request. Dave Lennon will be at the April board meeting to answer any questions.

Petty cash from February 25 – March 20, 2014 totaled \$176.06.

There was a short discussion regarding Deposit Detail dated February 25 – March 24, 2014, and Transaction Detail dated February 25 – March 24, 2014.

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

Trustee Budde moved to transfer \$130,000 from IL Funds to BMO Harris Bank General Funds to pay March bills and April 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:

- Sunday hours bring in approximately 32 people per hour showing good use
- Any flood issues from December have been resolved
- The March bathroom flood issue was resolved the same day – issue was due to a back-up at the main source which was the responsibility of IL American Water
- The bookmobile is 8 years old. A picture of the bookmobile was featured on the ALA bookmark.
- Our current policy will be reviewed by the Management Association of Illinois next month
- The Beary Landscape snow removal contract has been cancelled. Our current contract is with Lucas & Son.
- We are currently reviewing changes that need to be addressed such as installing a lock on the basement door and IT doors; and general new building procedural changes
- A survey will be going out this spring to review hours, programs, usage, etc.
- Officials from the Village of Frankfort toured the library last week. They are doing a similar expansion and are considering using CSI.
- The Environmental Scan/SWOT review is in your packets.
- Money Smart Week begins in April. BMO Harris Bank made a \$3000 donation for programs and collections.
- Our first ever Arts & Crafts Fair will be held Saturday, May 3rd. The Gleaners are making a \$500 donation to sponsor the event and the library teen's partnership.
- We have conservatively expended 63% of our budget to date for the past eight months.
- Circulation staff member Lizzie Lorang will be leaving at the end of April. She will be missed.
- We are planning a (half day) Staff In-Service to discuss Customer Service and Safety.
- There is \$10,000 in the BMO Reading Room/Olivieri Memorial Fund to keep it active. We would like to shift the monies into the General Account. Donations totaled \$50,000. The cost of the room was \$200,000. We can still accept donations, but will not run them through this separated account. The board approved this change.

Assistant Director's Report

Assistant Director's report is available in packets.

Other Manager's Reports

Manager's reports are available in packets.

UNFINISHED BUSINESS

Trustee Budde asked if we were still operating on a temporary permit. Director Kozel-La Ha stated that we are and that the issue with the back soil will be addressed this spring, dependent on the weather.

Consultant Dan Eallonardo will be in attendance at the April meeting to discuss issues/updates.

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

Trustee Levine had no new business to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Smith was not present to report.

Environment Scan/SWOT

Director Kozel-La Ha explained that this is a committee driven report required for long range planning and grant purposes. It reviews strengths, challenges, and helps us plan for the future.

Non-Resident Fee

Director Kozel-La Ha explained that we previously used the tax bill method. She would like to propose maintaining a flat rate of \$170, which was established using the tax bill method.

Trustee Levine made a motion to maintain a \$170 non-resident fee. Trustee Budde seconded. All in favor, motion passed.

Staff In-Service

Director Kozel-La Ha proposed a noon/12:30pm opening on an upcoming Friday in May or June in order to hold a Staff In-Service (half) day. The board was in favor of this educational staff training.

ADJOURNMENT

At 8:05 Vice President Klunk adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon