

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – May 19, 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

STAFF PRESENT

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

STAFF EXCUSED

Sara McCambridge, Assistant Director

TRUSTEES EXCUSED

Kitty Mitchell

AUDIENCE TO VISITORS

President O'Brien acknowledged staff and CPA Dave Lennon of Senesac & Lennon.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter was received from LTHS Superintendent Todd Wernet in appreciation of the library's donation (50 Homer Library flashlights) for Bus Driver Appreciation Day.
- A thank you note was received from former staff member Lizzie Lorang as she graduates Lewis University and is off to Disney Institute for an internship.
- A thank you note was received from Helen Sikita, wife of Mickey Sikita (former library handyman) who recently passed away. Mrs. Sikita extended her gratitude for our support.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the April 28, 2014 Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

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

Checking – BMO Harris	\$ 209,784.78
Money Market – 1st Midwest	\$ 73,236.28
Cert of Deposit – BMO Harris	\$ 438,897.00
IL Funds	\$ 653,497.46
IL Funds – Insurance	\$ 45,330.83
IL Funds – Social Sec	\$ 69,987.20
IL Funds – Special Reserve	\$ 297,615.47
IL Funds – IMRF	\$ 90,778.13
IL Funds – Audit	\$ 35,281.20
IL Funds – Epay	\$ 713.73
Money Market-Memorial Fund	\$ 10,671.92
Cash in Bank-PMA/Citibank	\$.17
Petty Cash	\$ 459.82
TOTAL CURRENT ASSETS	\$1,926,253.99

Petty cash from April 29 – May 15, 2014 totaled \$71.28.

There was a short discussion regarding Deposit Detail dated April 29 – May 19, 2014, and Transaction Detail dated May 1 – 19, 2014.

Trustee Klunk moved to approve the April 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 \$200,000 from IL Funds to BMO Harris Bank General Funds to pay May bills and June 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.

NEW BUSINESS

Senesac & Lennon

CPA Dave Lennon was invited to attend the board meeting and gave an overview of the monthly financial reports that are provided to the library by Senesac & Lennon. According to Lennon, the monthly compilation reports have been organized to provide an accurate overview including historical comparison of fund balances and distributions, which was requested by the director. Senesac has compiled an additional monthly report that will assist with the audit. Lennon is able to provide whatever reports or information that is necessary at the time of the audit or requested by administration.

Director Kozel-La Ha provided a Budget Overview – Historical Chart. All figures were compiled from fiscal year end statements maintained by Senesac & Lennon. This report is provided bi-annually to the board.

There was further discussion regarding levy accounts, line items, and transfers between funds. Lennon stated that most libraries use General Fund accounting, as we do. Attorney John Even could further explain tax distribution methodology and details as necessary. The board thanked Dave Lennon, who then departed the meeting.

DIRECTOR'S REPORT

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

- The outdoor planters were donated by Gleaners with an additional discount from M&D Farm.
 - Homer Library has been designated as the 2014 fundraising recipient of the Homer Township Oak Arbor Gleaner Life Insurance Society. In addition to the planters, they have made monetary donations for the Craft Fair, AARP Safe Driving Program, Teen programs, and more.
- The highest usage days are Friday and Saturday as compared to one year ago when those were the lowest. We will continue to monitor usage and adjust hours if necessary. A new counter has been installed to verify usage levels.
- Chapter 4 of the Illinois State Library Standards Review is in the board packets for review.
- A Budget Review has been provided for the board.
- A License Agreement and Certificate of Insurance was received from the Homer Township Highway Department regarding the use of the library parking lot on the evening of June 26, 2014.
- After ten years of service, Director Kozel-La Ha will be stepping down from the Homer Glen Foundation Board. She was asked to serve on their newly formed Advisory Board.
- Board signatures are required to close out the Memorial Fund. All memorial funds have been expended on the Heroes Quiet Reading Room. Funds that anchored the account to keep it active will be transferred into General Funds. (All donations were expended).

Assistant Director's Report

Assistant Director McCambridge was absent and did not provide a report to the director this month.

Other Manager's Reports

Manager's reports are available in packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith stated that voting has closed for 6 openings on the RAILS Board. Results should be available this week. Furthermore, there is a RAILS meeting on Friday.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde had no new business to report.

Personnel

President O'Brien has 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. The weather has prohibited exterior work to be done.

Appointment of Ethics Commission Members

There was a short discussion regarding Ethics Committee terms.

Trustee Klunk made a motion to extend the term of the Ethics Committee Chair Brian Smith to May 2016, Ethics Committee member Kevin Owen to May 2016, and Ethics Committee member Kitty Mitchell to May 2015. Trustee Budde seconded the motion. All in favor, motion passed.

IL State Public Library Standards Review - Chapter 4, Facilities

Director Kozel-La Ha noted that we meet chapter 4 Standards. While we did space planning based on a 20-year population growth, the building size could not meet this goal because the expansion was self-funded.

Other

Trustee Budde asked if there was a date set for the rework of the parking lot. Director Kozel-La Ha noted that it will be a 2-3 day project and is slated for June or July, dependent on weather.

Trustee Klunk asked if Dan Eallonardo has agreed to be contracted as our building maintenance person. Director Kozel-La Ha noted that there is nothing formally signed, as they are contracted until the construction is fully complete. They continue to be compensated for work done.

Trustee Budde asked about the rework of the landscape. Director Kozel-La Ha noted that some grass area is to be re-planted. Flashing work also needs to be done to the exterior due to interior water.

EXECUTIVE/CLOSED SESSION

At 8:35 p.m. Trustee Klunk made a motion to go into CLOSED SESSION for the purpose of discussing Long Range Planning 2(c)5 and Personnel 2(c)1. Trustee Levine seconded, motion passed.

Administrative Assistant Nakutis was excused from the meeting. Shortly thereafter, Director Kozel-La Ha was excused from the meeting.

At 9:10 p.m. the board came out of CLOSED SESSION.

Trustee Owen made a motion to grant pay increases at 2.75% across the board for Director Kozel-La Ha and staff. Trustee Smith seconded. A roll call vote was taken. All in favor, motion passed.

Director Kozel-La Ha asked the board if they would like Attorney John Even to attend an upcoming board meeting. The board declined.

ADJOURNMENT

At 9:15 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, June 23, 2014 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon

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Board of Trustees
CLOSED Session Meeting – May 19, 2014

The board went into CLOSED Session at 9:10 p.m.

TRUSTEES PRESENT

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EXECUTIVE/CLOSED SESSION

At 8:35 p.m. Trustee Klunk made a motion to go into Closed Session for the purpose of discussing Personnel 2(c)1. Trustee Levine seconded. All in favor, motion passed.

PERSONNEL

The board discussed annual staff increases.

ADJOURNMENT

At 9:10 the board came out of CLOSED SESSION. Open session resumed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon