

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Special Meeting – October 27, 2014**

President O'Brien called the meeting to order at 7:01 pm, followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

Dr. Edward O'Brien, President  
Jane Klunk, Vice, President (7:04)  
Phyllis Levine, Secretary  
Mike Budde, Treasurer  
Kevin Owen  
Kitty Mitchell

**STAFF PRESENT**

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

**TRUSTEES EXCUSED**

Brian Smith

**AUDIENCE TO VISITORS**

President O'Brien acknowledged staff and visitors.

**NEW BUSINESS**

**Public Truth in Taxation Hearing**

President O'Brien opened the meeting to the general public.

**ADJOURNMENT**

At 7:34 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, December 1, 2014 at 7:30 p.m.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – October 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  
Jane Klunk, Vice, President (7:04)  
Phyllis Levine, Secretary  
Mike Budde, Treasurer  
Kevin Owen  
Kitty Mitchell

**STAFF PRESENT**

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

**TRUSTEES EXCUSED**

Brian Smith

**AUDIENCE TO VISITORS**

President O'Brien acknowledged staff and visitors.

**CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- Homer Library was awarded the IL Jumpstart Financial Education Grant. An invitation was received from Ann Williams; Scholarship Chair for the IL Jumpstart Financial Education Grant. A Chicago Award Presentation/Ceremony will be held Monday, November 17.
- A letter was received from Sue Burkholder, Inventory Liaison of the IL State Library regarding the inventory of a tablet that Homer Township Library received as part of the Small Business Administration Grant.
- 6 Tax appeals were received from the Will County Board of Review.

**APPROVAL OF MINUTES**

Trustee Budde made a motion to accept the minutes of the September 22, 2014 Library Board meeting. Trustee Klunk seconded the motion. All in favor, motion passed.

**TREASURER'S REPORT**

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

Checking – BMO Harris	\$ 249,723.24
Money Market – 1st Midwest	\$ 73,254.70
IL Funds	\$2,158,348.36
IL Funds – Insurance	\$ 45,333.25
IL Funds – Social Sec	\$ 69,990.97
IL Funds – Special Reserve	\$ 297,631.50
IL Funds – IMRF	\$ 90,783.00
IL Funds – Audit	\$ 35,283.07
IL Funds – Epay	\$ 856.73
Petty Cash	\$ 402.70
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b>\$3,021,607.52</b>

Petty cash from September 21 – October 23, 2014 totaled \$393.74.

There was a short discussion regarding Deposit Detail dated September 26 – October 27, 2014, and Transaction Detail dated October 1 – 29, 2014.

Trustee Klunk moved to approve the September bills and petty cash as stated. Trustee Levine 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 October bills and November 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 receipt of (2) \$500 grants. One from Homer Township Oak Arbor and the other was a Financial Education Library Grant from IL Jumpstart. Another application for an ALA grant was submitted.
- Senior Harvest was held at the library this month with approximately 125 people in attendance (30% increase). This has been the 8<sup>th</sup> year this program, sponsored by the Oak Arbor, was held. Local elected officials attended.
- It is our 1 year anniversary being in the new building.
- 6 laptops were purchased for upcoming computer classes.
- 20% of the budget has been expended for the first quarter and the library financial position remains stable.

### **Assistant Director's Report**

Assistant Director McCambridge has submitted the Per Capita. She also thanked the board for the opportunity to attend the ILA conference this month in Springfield.

### **Other Manager's Reports**

Business Manager McSweeney thanked the board for the opportunity to attend the ILA conference this month in Springfield.

Additional Manager 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 had no new business to report.

#### **Policy**

Vice President Klunk had no new business to report.

#### **Legal**

Trustee Smith was not present to report.

## **ICS Report**

Dan Eallonardo was unable to attend this evening but he is working with CSI to complete the punch list.

Director Kozel-La Ha reviewed some of those items:

- Landscaping
- Site survey
- Interior drywall and paint touch-ups
- Warranty certificates

## **Truth in Taxation Certificate**

President O'Brien signed the Certificate of Compliance.

## **Adopt Levy Ordinance for FY 2014/15-2**

Trustee Klunk moved to adopt Ordinance 2014/15-2, for the Levy and Assessment of taxes for the fiscal year beginning July 1, 2014 and ending June 30, 2015, of the Homer Township Public Library District, Will County, IL. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **Trustee Facts File – Chapter 1 / Levine**

Trustee Levine gave a short summary of Chapter 1. Next month Trustee Klunk will share her review of Trustee Facts File, Chapter 2.

## **IL State Standards Review – Chapter 7**

Director Kozel-La Ha provided a review of Chapter 7. She noted that we are in compliance with State Standards – Chapter 7.

## **EXECUTIVE/CLOSED SESSION**

At 7:50 the board went into CLOSED SESSION for the purpose of discussing personnel 2(c)(1). Assistant Director McCambridge, Business Manager McSweeney, and Administrative Assistant Nakutis were excused from CLOSED SESSION.

At 8:30 pm Trustee Owen made a motion to come out of CLOSED SESSION. Trustee Mitchell seconded. All in favor, motion passed.

## **ADJOURNMENT**

At 8:30 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, December 1, 2014 at 7:30 p.m.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

cc: David Lennon

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

President O'Brien called the meeting to order at 7:01 pm, followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

Dr. Edward O'Brien, President  
Jane Klunk, Vice, President (7:04)  
Phyllis Levine, Secretary  
Mike Budde, Treasurer  
Kevin Owen  
Kitty Mitchell

**STAFF PRESENT**

Sheree Kozel-La Ha, Library Director

**TRUSTEES EXCUSED**

Brian Smith

**EXECUTIVE/CLOSED SESSION**

At 7:50 the board went into CLOSED SESSION for the purpose of discussing personnel 2(c)(1). Assistant Director McCambridge, Business Manager McSweeney, and Administrative Assistant Nakutis were excused from CLOSED SESSION.

**ADJOURNMENT**

At 8:30 pm Trustee Owen made a motion to come out of closed session. Trustee Mitchell seconded. All in favor, motion passed.

The next regularly scheduled board meeting will be held on Monday, December 1, 2014 at 7:30 p.m.

Respectfully submitted,  
*Patti Nakutis*  
Administrative Assistant

cc: David Lennon