

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 22, 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
Mike Budde, Treasurer
Brian Smith

STAFF PRESENT

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

TRUSTEES EXCUSED

Phyllis Levine, Secretary
Kevin Owen
Kitty Mitchell

AUDIENCE TO VISITORS

Architect Alex Ramsey of Engberg Anderson and Consultant Dan Eallonardo of ICS were present. President O'Brien acknowledged staff and visitors.

Trustee Klunk nominated Trustee Smith as Acting Secretary in Trustee Levine's absence. Trustee Budde seconded the nomination. All in favor.

NEW BUSINESS

Engberg Anderson

Architect Alex Ramsey stated that we have occupied the new, expanded building for about one year now. She asked for feedback from the board and staff (both pro's and con's) on the building and project as it would be helpful for future projects. The majority of the feedback was positive. Discussion included the value of hiring a project consultant (Dan Eallonardo). President O'Brien noted that some of the issues encountered were not architecturally related. Director Kozel-La Ha noted the economies of having smart lighting with an energy efficient building as smart planning.

ICS Report

Dan Eallonardo reviewed the Issue Log:

Item 112 Robinson Engineering	Remains open
Item 174 HVAC Alarms	Remains open
Item 188 HVAC User Password	At the completion of the 1 year warranty they will provide us with Administration Rights
Item 189 Asphalt	Complete – minor touch ups
Item 190 Native Grass	Upcoming meeting
Item 192 Exterior Leaks	Closed – masonry complete
Item 194 Window Leaks	Meeting with manufacturer in October

The final balance due to the contractor is \$128,447. This will not be issued until all remaining issues are resolved.

Dan will continue to work with the Director and Assistant Director McCambridge regarding Maintenance Contracts.

Dan and Alex departed the meeting.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter was received from Mayor Daley of the Village of Homer Glen. StoryWalk has been awarded the Community and Nature in Harmony 2014 Award.
- A letter of resignation was received from staff member Peggy Romano. She will be pursuing a new job at Disneyworld.
- 2 Tax appeals were received from the Will County Board of Review.

APPROVAL OF MINUTES

Trustee Budde made a motion to accept the Special minutes of the August 25, 2014 Library Board meeting. Trustee Klunk seconded the motion. All in favor, motion passed.

Trustee Smith made a motion to accept the minutes of the August 25, 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 August 31, 2014 as follows:

Checking – BMO Harris	\$ 365,867.25
Money Market – 1st Midwest	\$ 73,250.85
IL Funds	\$1,338,025.35
IL Funds – Insurance	\$ 45,332.76
IL Funds – Social Sec	\$ 69,990.20
IL Funds – Special Reserve	\$ 297,628.23
IL Funds – IMRF	\$ 90,782.01
IL Funds – Audit	\$ 35,282.69
IL Funds – Epay	\$ 748.73
Petty Cash	\$ 386.23
TOTAL CASH & CASH EQUIVALENTS	\$2,317,294.30

Petty cash from August 24 – September 20, 2014 totaled \$331.21.

There was a short discussion regarding Deposit Detail dated Aug 26 – September 22, 2014, and Transaction Detail dated Aug 27 – Sep 22, 2014.

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

Business Manager McSweeney stated that a transfer of funds was not necessary this month due to the Certificate of Deposit from BMO Harris Bank that was closed out and deposited into General Funds.

DIRECTOR'S REPORT

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

- Sunday hours began after Labor Day and are showing strong usage
- Director Kozel-La Ha will accept the Village of Homer Glen Community & Nature in Harmony Award this Wednesday
- Circulation is up 9%
- Computer usage is up 25%. There was a short discussion regarding public computer usage.
- The library and bookmobile will be at the Community Expo this Saturday
- 1,000 Books before Kindergarten is a free program that will begin this November. This program will be supported in part by the Homer Junior Woman's Club.

- The updated Personnel Policy will be coming forward for review shortly.
- A review sheet was distributed to the board regarding the annual Appropriation Ordinance.

Assistant Director's Report

Assistant Director McCambridge had nothing to report.

Other Manager's Reports

Business Manager McSweeney noted that election petitions will be available Tuesday and will require 50 signatures each.

Additional Manager reports are available in packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted that there will be a Board of Director's meeting this Friday.

As part of the Continuing Education program, the Burr Ridge office will hold an Open Meetings Act Workshop on October 8th.

RAILS will be an exhibitor at the IL Library Association Conference. Trustee Smith will be in attendance.

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.

Resolution to Determine Funds 2014/15-01

Trustee Klunk made a motion to adapt Resolution #2014/15-1 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL determining an amount of money necessary to be raised by taxation for the July 1, 2014 – June 30, 2015 fiscal year. Trustee Smith seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 8:43 President O'Brien adjourned the meeting.

There will be a Special Meeting held on Monday, October 27, 2014 at 7 p.m.

The next regularly scheduled board meeting will be held on Monday, October 27, 2014 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon