

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – April 27, 2015

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
Phyllis Levine, Secretary
Kitty Mitchell
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

Brian Smith

AUDIENCE TO VISITORS

President O'Brien acknowledged staff, CPA Dave Lennon of Senesac & Lennon, Ltd., and Auditor Dane Hiatt of Knutte & Associates, P.C.

NEW BUSINESS

Audit

Knutte & Assoc. Auditor Hiatt presented an Audit review to the board and stated that it has been a strong year. There was a short discussion.

CPA Lennon gave an overview of the monthly reports and process used by Senesac & Lennon Accounting, Ltd. to provide reports to the library.

At 7:55 p.m. Lennon and Hiatt departed the meeting.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- An invitation was received from Megan Mitchell, President of the Homer Glen Junior Woman's Club. HGJWC is a sponsor for the 1000 Books Before Kindergarten program. An Awards Banquet will be held on May 18th and the library will receive an award; Youth Services Manager Olivieri will attend to accept.
- Donations received in memory of Marian Village resident Ruth Weber totaled approximately \$650.
- The Homer Township Oak Arbor Gleaners is donating \$632 in sponsorship of the upcoming Arts & Crafts/Vendor Fair.
- A letter was received from Kristin Lindemann of ELLE Law Group on behalf of Parker Ridge LLC (where the bookmobile is housed). The letter was notifying tenants that IDOT will be taking a parcel of land at 159th Street.
- (2) Tax appeals were received from Will County.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the March 23, 2015 Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed.

DIRECTOR'S REPORT

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

- Memorial donations received from family and friends of Marian Village resident Ruth Weber will be used towards large print, audio books, and bookmobile programs
- The Homer Glen Junior Woman's Club will sponsor the 1000 Books Before Kindergarten program
- A Preschool Round-Up was held last week with an excellent turn out
- Chicks are on display through April 30th with 5 of the 12 eggs hatched
- CSI Update:
 - Grading will commence soon
 - The hot water leak was caused by pressure in a weak spot – which has been repaired
 - There was a controlled burn Friday, April 24
- A comparison budget has been provided for your review
- Please recognize Administrative Assistant Nakutis - Administrative Professionals Day was April 22
- Money Smart Week programming was excellent; sponsors were BMO Harris and Countryside Bank

Assistant Director's Report

No report available this month.

Other Manager's Reports

Additional Manager reports are available in trustee packets.

TREASURER'S REPORT

Business Manager McSweeney recapped the current assets as of March 31, 2015 as follows:

Checking – BMO Harris	\$ 214,226.62
Money Market – 1st Midwest	\$ 73,274.37
IL Funds	\$1,515,898.91
IL Funds – Insurance	\$ 45,336.27
IL Funds – Social Sec	\$ 69,995.66
IL Funds – Special Reserve	\$ 297,651.56
IL Funds – IMRF	\$ 90,789.09
IL Funds – Audit	\$ 35,285.43
IL Funds – Epay	\$ 1,074.46
Petty Cash	\$ 572.32

TOTAL CASH & CASH EQUIVALENTS **\$2,344,104.69**

Petty cash from March 24, 2015 – April 26, 2015 totaled \$210.48.

There was a short discussion regarding Deposit Detail dated March 26 – April 27, 2015, and Transaction Detail dated March 26, 2015 – April 29, 2015.

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

Trustee Budde moved to transfer \$160,000 from IL Funds to BMO Harris Bank General Funds to pay April bills and May payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

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.

Meeting Date Ordinance

Vice President Klunk made a motion to accept Public Meetings Ordinance #2014/15-4 of the Homer Township Public Library District Will County, IL for Fiscal Year July 1, 2015 to June 30, 2016. Trustee Levine seconded the motion. All in favor, motion passed.

ADJOURNMENT

President O'Brien moved to adjourn the meeting at 8:28.

The next regularly scheduled board meeting will be held on Monday, May 18, 2015 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant