

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – February 23, 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  
Phyllis Levine, Secretary  
Brian Smith  
Kevin Owen

**STAFF PRESENT**

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

**TRUSTEES EXCUSED**

Mike Budde  
Kitty Mitchell

**STAFF EXCUSED**

Sara McCambridge, Assistant Director

**AUDIENCE TO VISITORS**

President O'Brien acknowledged staff and Dan Eallonardo of ICS.

**CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- A letter was received from Anne Craig; Director of the IL State Library. Reference Librarian Heather Colby has been chosen to participate in the 2015 Synergy program.
- A letter was received from Mayor Daley, Village of Homer Glen regarding an update on the Woodbine purchase. They will be removing 112 dead trees, architects have been hired, and the conceptual design is complete. They are currently working on the schematic design.
- A donation was received from Mary Ponschke. She currently leads the Youth Music & Movement program at the library.
- Thank you cards were received from the following staff regarding the Staff Appreciation:
  - Business Manager McSweeney
  - Adult Services Manager Annen
  - Youth Services Manager Olivieri

**UNFINISHED BUSINESS**

Dan Eallonardo of ICS was present to provide a [construction] update. The Certificate of Occupancy is still pending dependent upon completion of the landscaping. The detention area was surveyed and found to be short. Adjustments will take place as soon as weather permits.

The contractor submitted a pay application. Funds were released for work completed for HVAC and roofing. There is still a balance due to the contractor.

Other items Dan is working on include constructing a "Little Free Library", and obtaining a quote for minor wood damage in the Quiet Reading Room.

**APPROVAL OF MINUTES**

Trustee Levine made a motion to accept the minutes of the January 26, 2015 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 January 31, 2015 as follows:

Checking – BMO Harris	\$ 215,775.98
Money Market – 1st Midwest	\$ 73,265.42
IL Funds	\$1,747,857.60
IL Funds – Insurance	\$ 45,335.16
IL Funds – Social Sec	\$ 69,993.94
IL Funds – Special Reserve	\$ 297,644.19
IL Funds – IMRF	\$ 90,786.85
IL Funds – Audit	\$ 35,284.56
IL Funds – Epay	\$ 1,014.44
Petty Cash	\$ 603.73
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b>\$2,577,561.87</b>

Petty cash from January 27, 2015 – February 19, 2015 totaled \$198.29.

There was a short discussion regarding Deposit Detail dated January 28 – February 23, 2015, and Transaction Detail dated January 28, 2015 – February 23, 2015.

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

President O'Brien appointed Trustee Owen as acting Treasurer in Trustee Budde's absence.

Trustee Owen moved to transfer \$100,000 from IL Funds to BMO Harris Bank General Funds to pay February bills and March 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.

## **DIRECTOR'S REPORT**

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

- Individual department reports to the Director are included in board packets
- New signage was posted regarding quiet zones, Wi-Fi password, food and drink policy, and cell phone use
- A second cash register is in use to house bills for the new print/copy system
- Budget is at 51%, which is similar to last year at the same time
- Reference Librarian Colby has been selected for the Illinois State Library Synergy Leadership program
- We are in receipt of the \$2,000 ALA Grant
- Currently working with a local bank regarding a \$3,000 program sponsorship
- 300+ patrons have registered for the Winter Reading Club
- A staff in-service is planned for this spring
- A "Little Free Library" is being constructed for Sendra Park and possibly a second at Trantina Farm in the future
- Mini Used Book Sale will take place this weekend
- Received \$3,000 from BMO Harris Bank for the 2<sup>nd</sup> year
- Director will not be in attendance for the March board meeting
- Working continues with the Management Association to update the Policy

## **Assistant Director's Report**

A report is available in the trustee packet.

## **Other Manager's Reports**

Additional Manager reports are available in trustee packets.

## **NEW BUSINESS**

### **RAILS Representative Report**

Trustee Smith provided the following update:

- There will be a system board meeting Friday, February 27<sup>th</sup>
- IL State Library has closed the comment period for proposed rules. They are currently reviewing all comments received.

## **COMMITTEE REPORTS**

### **Finance/Budget**

Trustee Budde was not present 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.

### **Trustee Facts File – Chapter 4: Legal Responsibilities and Liability**

Trustee Owen provided a review of Chapter 4 from the Trustee Facts File.

### **IL State Standards Review – Chapter 9: Programming**

Director Kozel-La Ha provided a review on Chapter 9. The library currently meets or exceeds the Chapter 9 Standards. Members of staff will be attending a brainstorming program meeting March 9<sup>th</sup>.

## **ADJOURNMENT**

Trustee Smith moved to adjourn the meeting at 8:12.

The next regularly scheduled board meeting will be held on Monday, March 23, 2015 at 7:30 p.m.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant