

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 26, 2015

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
Kitty Mitchell
Brian Smith

STAFF PRESENT

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

TRUSTEES EXCUSED

Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter was received from IL State Representative Renee Kosel (who retires in January). She has coordinated with the Library over the past 18 years and worked together to secure grant money in excess of \$45,000.
- A letter was received from Jesse White; IL State Librarian awarding Homer Township Library the FY15 Per Capita Grant in the amount of \$48,823.75.
- A \$3,000 sponsorship award was received from BMO Harris Bank.
- A letter was received from Kimberly Sefcik; Director of Life Enrichment at Marian Village. Enclosed was a donation from the Resident Council of Marian Village with gratitude for the bookmobile library service provided.
- A letter was received from Beth Yoke; Executive Director of the Young Adult Library Services Association thanking Adult Services Manager Alex Annen for volunteering to vet 25 Maker Lab applications.
- An email was received from Donna Berg; a visitor from Rhode Island. She was visiting the library with her grandchildren and commented on how much she loved the library (as did her grandchildren) and wished her hometown library was more like ours.
- Thank you cards were received from the following:
 - Marian Village resident Elonore Lyczak for library bookmobile services
 - Connie and Victorian Village residents for library bookmobile services
 - 5 members of library staff regarding the staff appreciation
 - RAILS Delivery Driver Bob
- Holiday cards were received from the following:
 - Homer Highway Department
 - Hearne & Associates
 - Sandra Kernaghan
 - Controlled Environmental Systems

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the December 1, 2014 Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Business Manager McSweeney recapped the current assets as of December 31, 2014 as follows:

Checking – BMO Harris	\$ 212,204.11
Money Market – 1st Midwest	\$ 73,261.81
IL Funds	\$1,867,838.71
IL Funds – Insurance	\$ 45,334.70
IL Funds – Social Sec	\$ 69,993.23
IL Funds – Special Reserve	\$ 297,641.16
IL Funds – IMRF	\$ 90,785.93
IL Funds – Audit	\$ 35,284.21
IL Funds – Epay	\$ 894.44
Petty Cash	\$ 363.33
TOTAL CASH & CASH EQUIVALENTS	\$2,693,601.63

Financial Reports/Assets for November 30, 2014 were enclosed in board packets.

Petty cash from November 24, 2014 – January 26, 2015 totaled \$350.64.

There was a short discussion regarding Deposit Detail dated November 27 – December 24, 2014, and Transaction Detail dated December 1 – 31, 2014.

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

Trustee Budde moved to transfer \$125,000 from IL Funds to BMO Harris Bank General Funds to pay December bills and January 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.

There was a short discussion regarding Deposit Detail dated January 1 – 26, 2015, and Transaction Detail dated December 25, 2014 – January 26, 2015.

Trustee Klunk moved to approve January 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 \$120,000 from IL Funds to BMO Harris Bank General Funds to pay January bills and February 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.

DIRECTOR'S REPORT

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

- She continues to pursue grants and sponsorship opportunities
- The Homer Library Year in Review was published in the Homer Horizon
- (Filtered) internet access has been added to the 3 junior computers in Youth Services; caregivers are noted as using them as well as elementary children
- Staffing adjustments are on-going; we continue to acclimate to the new space
- We are overview programming and plan for new initiatives this year
- The copy/print on demand system has been installed – this allows patrons to pay at the copier
- Jim Durkin will be hosting “Traveling Office Hours” at the library in February, March, and April
- We will be hosting new Teen programs including After Hours, Pizza Taste-off, movies, etc.
- Information is enclosed in the board packets regarding a CSI construction update
- Due to a shortage of tax forms, patrons will be allowed to copy/print forms for free (they will have to pay for booklets)

Assistant Director's Report

Assistant Director McCambridge stated that we have submitted the IL State Library requirement to annually certify the library's adherence to ISL loaning rules. Also, the library will serve as a polling place next month.

Other Manager's Reports

Additional Manager reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith provided the following update:

- RAILS participates in assisting libraries with annual certification of ISL loaning rules
- The January Board meeting was held this past Friday
- January 23rd was the deadline for ISL's proposed new rules for regional library systems

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.

Ratify December Financials

See Treasurers Report.

Abatement Ordinance

Trustee Klunk made a motion to approve Ordinance 2014/15-3, an ORDINANCE abating the tax heretofore levied for the year 2014 to pay debt service on General Obligation Bonds (Alternate Revenue Source) Series 2012, of the Homer Township Public Library District, Will County, IL. Trustee Mitchell seconded. All in favor, motion passed.

Trustee Facts File – Chapter 3: Organization

Trustee Budde provided a review of Chapter 3 from the Trustee Facts File.

IL State Standards Review – Chapter 6: Access

Director Kozel-La Ha provided a review on Chapter 6. The library currently meets or exceeds the Chapter 6 Standards.

Other

As an information point Director Kozel-La Ha noted that a review of staff schedules is ongoing. Adjustments were made as a result of the expanded space, retirements, etc. Some staff hours have been reduced and changed.

ADJOURNMENT

At 8:25 President O'Brien adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant