

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – July 27, 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
Phyllis Levine, Secretary
Mike Budde, Treasurer
Kevin Owen
Brian Smith (7:33 p.m.)
Kitty Mitchell

STAFF PRESENT

Sara McCambridge, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

STAFF EXCUSED

Sheree Kozel-La Ha, Library Director

TRUSTEES EXCUSED

Jane Klunk, Vice President

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Assistant Director McCambridge went over the following correspondence:

- A letter was received from Michael Kain; Representative at The Hartford Casualty Insurance Company regarding our recent claim for flooding in the Youth Services department. The damage is not covered under our policy. Dan Eallonardo is making arrangements for repair to the roof, gutters, and retaining wall.
- A letter of resignation was received from Alex Lorang. His final day will be August 1st.
- An invitation was received for a retirement lunch for Chicago Ridge Library Director, Kathleen McSwain.
- (1) Tax Appeal was received from the Will County Board of Review.

APPROVAL OF MINUTES

Trustee Budde made a motion to accept the minutes of the June 22, 2015 Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Business Manager McSweeney recapped the current assets as of June 30, 2015 as follows:

Checking – BMO Harris	\$ 213,823.08
Money Market – 1st Midwest	\$ 73,281.68
IL Funds	\$2,021,611.34
IL Funds – Insurance	\$ 45,339.32
IL Funds – Social Sec	\$ 70,000.39
IL Funds – Special Reserve	\$ 297,671.70
IL Funds – IMRF	\$ 90,795.23
IL Funds – Audit	\$ 35,287.81
IL Funds – Epay	\$ 1,102.53
Petty Cash	\$ 134.86

TOTAL CASH & CASH EQUIVALENTS **\$2,849,047.94**

Petty cash from June 23, 2015 – July 8, 2015 totaled \$255.28.

There was a short discussion regarding Deposit Detail dated June 23 – July 27, 2015, and Transaction Detail dated June 25 – July 27, 2015.

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

Trustee Budde moved to transfer \$100,000 from IL Funds to BMO Harris Bank General Funds to pay July bills and August 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 was not present to report.

Assistant Director's Report

Assistant Director McCambridge provided the following review:

- The bookmobile is in for generator replacement (\$12,600). It has been out of service for 4 weeks.
- The end of summer READING BASH (coordinated by Alex Annen, Director Kozel-La Ha, Patti Nakutis, and Jody Olivieri) was a huge success with over 300 in attendance. Trustee Mitchell was there volunteering as well.
- The toilet in the girl's restroom (Youth Services department) was repaired. Last week, the same restroom had to be repaired due to an obstruction [placed] in the toilet.
- Vice President Klunk's mother passed away Sunday evening
- Director Kozel-La Ha has provided a FY-end budget comparison sheet from June 2014/2015
- Director Kozel-La Ha has provided a Year End Budget Overview

Other Manager's Reports

Additional Manager reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- New board members were sworn in at the last board meeting
- RAILS will be closed on Friday, July 31st for an in-service day
- The fall IL Library Conference will be held in Peoria October 22-24 with a pre-conference on October 21st sponsored by RAILS and IL Heartland. Trustee day is Saturday, October 24th.

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 was not present to report.

Legal

Trustee Smith had no new business to report.

ADJOURNMENT

At 7:53 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, August 24, 2015 at 7:30 p.m. There will be a Special meeting on Monday, August 24, 2015 at 7:00 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant