

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – June 22, 2015

Vice President Klunk called the meeting to order at 7:35 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Mike Budde, Treasurer
Kevin Owen
Brian Smith (electronic attendance via phone)

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
Kitty Mitchell

UNFINISHED BUSINESS

Trustee Oath of Office

Vice President Klunk swore in President O'Brien. President O'Brien then proceeded to officiate the meeting.

Vice President Klunk made a motion to appoint Trustee Owen as acting Secretary in Trustee Levine's absence. Trustee Budde seconded the motion. All in favor, motion passed.

MOTION FOR ATTENDANCE BY MEANS OTHER THAN PHYSICAL ILCS 120/7

Trustee Owen made a motion to call Trustee Smith for attendance by means other than physical (ILCS 120/7). Vice President Klunk seconded the motion. All in favor, motion passed.

Trustee Smith was reached via phone and his attendance was established at 7:42p.m.

AUDIENCE TO VISITORS

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

NEW BUSINESS

ICS Report

Dan provided the following update to the board:

- Rear detention area was delayed due to weather and the contractor is ready when conditions permit. Once completed, final Village approval should be forthcoming.
- Recent water in the Youth Services alcove was due to heavy rain. The roofing contractor will inspect. Retaining walls and downspouts will be adjusted – ICS will contact the landscaper, etc. ServPro provided service to dry area and confirm no damage, mold, etc. Horton Insurance has been notified.
- Parking lot is complete.
- The library continues to hold funds until final work is completed.
- Air conditioning will be reviewed; ICS to inspect and have adjusted for proper airflow percentage.
- ICS will provide a capital fixed asset review plan. Director Kozel-La Ha recommends having this report done for long range planning purposes.

Other

At 7:50 p.m. Homer Highway Commissioner Mike DeVivo joined the meeting to discuss the upcoming HomerFest event. He has requested visitor fest access via a walking path they will establish in the front of the library building to get from the Village parking lot to the event. This will help ensure safety with no one walking on 151st Street.

- Walkway will be cordoned
- Township/Fest staff will be managing traffic
- East library drive will be closed off at 8pm
- Highway Department has \$10 million insurance policy
- Most attendees will park on site, at the athletic fields, and at the farm next to the fest

The board was in agreement to allow the Highway Department to use a defined and safe walkway that crosses in front of the library for fest attendees. At 8:04 pm Mr. DeVivo left the meeting.

Dan Eallonardo left the meeting.

CORRESPONDENCE

Director Kozel-La Ha 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. A representative will be here Wednesday – Dan Eallonardo will also be in attendance.
- A donation check in the amount of \$2,352.67 was received from the Homer Glen Junior Women’s Club for the *1000 Books before kindergarten* program. The library staff and board are most appreciative of their sponsorship and support.
- A donation in the amount of \$315 was received from Mary Ponschke. Ms. Ponschke does the *Music with Mary* program at the library.
- A sympathy note was received from Marian Village in memory of former Marian Village resident Margaret “Peg” Finnegan.
- A letter was received from Patrick Hosty of the Chicago Area Laborers-Employers Cooperation and Education Trust regarding the IL Prevailing Wage Act.
- The library and Bookmobile Manager Maryellen Reed received thank you cards from students at Butler Oasis – an afterschool library bookmobile stop.
- A property tax appeal was received from the Will County Board of Review.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the minutes of the May 18, 2015 Library Board meeting. Trustee Budde seconded the motion. All in favor, motion passed. President O’Brien and Trustee Smith abstained.

Trustee Budde made a motion to accept the CLOSED SESSION minutes of the May 18, 2015 Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed. President O’Brien and Trustee Smith abstained.

TREASURER'S REPORT

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

Checking – BMO Harris	\$ 222,464.35
Money Market – 1st Midwest	\$ 73,279.11
IL Funds	\$1,330,074.51
IL Funds – Insurance	\$ 45,338.06
IL Funds – Social Sec	\$ 69,998.44
IL Funds – Special Reserve	\$ 297,663.39
IL Funds – IMRF	\$ 90,792.70
IL Funds – Audit	\$ 35,286.83
IL Funds – Epay	\$ 1,074.50
Petty Cash	\$ 548.50

TOTAL CASH & CASH EQUIVALENTS **\$2,166,520.39**

Petty cash from May 20, 2015 – June 18, 2015 totaled \$251.63.

There was a short discussion regarding Deposit Detail dated May 19 – June 22, 2015, and Transaction Detail dated May 19 – June 24, 2015.

Director Kozel-La Ha noted that in comparison to last year, we have conservatively spent \$34,597 less for the same 11-month time frame.

Vice President Klunk moved to approve May 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 \$115,000 from IL Funds to BMO Harris Bank General Funds to pay June bills and July payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Owen 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 Director's report:

- Youth Services clerk Susie Spratt has rescinded her resignation.
- A temporary staff member (15 hours/week) has been hired. Jane Tucker will be working in the Youth Services department for the summer.
- The summer newsletter was an insert in the June 18th issue of the Homer Horizon. The Horizon matched the cost from last year's newsletter.
- The Youth Services window seating area had water due to the recent heavy rains
- Countryside Bank has given us a grant to fund programs
- Big R donated 500 bottles of water for summer programs
- Costco will be providing 350 hot dogs for an end of summer reading party July 23rd
- Gleaners Homer Township Oak Arbor and M&D Farm funded entryway planters
- The budget is being operated as conservatively as possible
- The library ad for the Homer Community Guide has been completed and submitted
- The director is currently working on the draft budget
- Several staff members will be attending the PLA conference next spring
- Administration is currently working on safety procedures
- The outdoor sign has a broken lock due to high winds and will need to be repaired
- New PR signs have been added in the front of the library

Assistant Director's Report

Assistant Director McCambridge provided a report in the trustee packets.

Other Manager's Reports

Additional Manager reports are available in trustee packets. President O'Brien noted that Youth Services Manager Olivieri informed him that there are over 1200 patrons signed up for the summer reading club.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted that they are still waiting for the IL Government Budget but RAILS has 29 months of operating funds set aside. RAILS is developing new membership requirements, but these will not affect Homer Township Library.

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.

Preparation Tentative Budget & Appropriation 2014/15-2

Vice President Klunk made a motion to accept Resolution #2014/15-2 fiscal year July 1, 2015 thru June 30, 2016 resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL approving preparation and making available a tentative budget and Appropriation Ordinance. Whereas, the Board of Library Trustees of the Homer Township Public Library District, Will County, IL desires to prepare and make conveniently available to the public the District's Tentative Budget and Appropriation Ordinance for the District's fiscal year beginning July 1, 2015 and ending June 30, 2016.

Further resolved that the Resolution shall be effective upon its approval, posting and publication, as provided by law.

Passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, IL this 22nd day of June, 2015.

Trustee Owen seconded the motion. All in favor, motion passed.

Prevailing Wage Ordinance

Trustee Budde made a motion to accept Ordinance #2014/15-5 Prevailing Wage Ordinance Homer Township Public Library District, Will County, IL for fiscal year July 1, 2015 to June 30, 2016. Vice President Klunk seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 8:30 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, July 28, 2015 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant