

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – March 23, 2015**

Vice President O'Brien called the meeting to order at 7:30 pm, followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

Jane Klunk, Vice President  
Mike Budde  
Kitty Mitchell  
Kevin Owen

**STAFF PRESENT**

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

**TRUSTEES EXCUSED**

Dr. Edward O'Brien, President  
Phyllis Levine, Secretary  
Brian Smith

**STAFF EXCUSED**

Sheree Kozel-La Ha, Library Director

**AUDIENCE TO VISITORS**

Vice President Klunk acknowledged staff.

**CORRESPONDENCE**

Assistant Director McCambridge went over the following correspondence:

- A \$2,000 donation was received from Countryside Bank of Homer Glen to sponsor a Music @ the Library series, financial money smart programs, and author events.
- Adult Services Manager Annen was awarded a \$1,000 mini grant from the Young Adult Library Services Association for Teen Tech Week.
- Adult Services Manager Annen was awarded a \$1,000 Young Adult Library Services Association Grant for Summer Teen Interns.
- An invitation was received from the Homer Township Chamber of Commerce to attend the State of the Village Luncheon on March 26<sup>th</sup> at Tazza in Homer Glen.
- A letter was received from Will County School District 92 requesting sponsorship for their upcoming Casino Night on March 28<sup>th</sup>.
- The HVAC Maintenance Contract has been renewed with Controlled Environmental Systems.
- A thank you note was received from a library patron regarding a recent Good Table Manners class for children.
- A note was received from a library patron regarding outstanding service from Youth Services staff Mia Sevik.

**APPROVAL OF MINUTES**

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

## **TREASURER'S REPORT**

Business Manager McSweeney recapped the current assets as of February 28, 2015 as follows:

Checking – BMO Harris	\$ 193,185.92
Money Market – 1st Midwest	\$ 73,267.83
IL Funds	\$1,647,875.87
IL Funds – Insurance	\$ 45,335.63
IL Funds – Social Sec	\$ 69,994.67
IL Funds – Special Reserve	\$ 297,647.32
IL Funds – IMRF	\$ 90,787.80
IL Funds – Audit	\$ 35,284.93
IL Funds – Epay	\$ 1,074.45
Petty Cash	\$ 385.02

**TOTAL CASH & CASH EQUIVALENTS** **\$2,454,839.44**

Petty cash from February 24, 2015 – March 20, 2015 totaled \$183.07.

There was a short discussion regarding Deposit Detail dated February 24 – March 23, 2015, and Transaction Detail dated February 24, 2015 – March 23, 2015.

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

Trustee Budde moved to transfer \$132,000 from IL Funds to BMO Harris Bank General Funds to pay March bills and April 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**

Assistant Director McCambridge highlighted the following items from the Library Director's report:

- The bookmobile is 9 years old with 40,583 miles.
- The winter Used Book Sale was one of our most profitable, taking in \$2200 in sales.
- The library will be a polling place for the April 7 election.
- Illinois Law requires the public to be able to contact Trustees. The library website now has an email link [Trustees@homerlibrary.org](mailto:Trustees@homerlibrary.org).
- \$470 in (memorial) donations was received to date from the friends and family of a former library patron/Marian Village resident. At the family's request, funds will be used for large print and the bookmobile.
- The chick-hatch program begins March 31 with the delivery of eggs, courtesy of the Children's Farm.

## **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 was not present to report.

## **COMMITTEE REPORTS**

### **Finance/Budget**

Trustee Budde had no new business to report.

### **Personnel**

President O'Brien was not present to report.

### **Policy**

Vice President Klunk had no new business to report.

### **Legal**

Trustee Smith was not present to report.

### **Non-Resident Fee**

The current non-resident fee for a library card is \$170.

Trustee Owen made a motion to maintain the fee of \$170 for non-resident applications. Trustee Mitchell seconded the motion. All in favor, motion passed.

### **Staff In-Service**

Assistant Director McCambridge stated that Director Kozel-La Ha would like to hold a Staff In-Service this spring. It would be held on a Friday and the library would be closed in the morning, with a delayed opening of 1 pm. The topic would be customer service and safety. The board approved the half day closing.

### **Code of Conduct Policy**

An updated Code of Conduct Policy was presented to the board.

Trustee Owen made a motion to approve the updated Code of Conduct Policy. Trustee Budde seconded the motion. All in favor, motion passed.

## **ADJOURNMENT**

Vice President Klunk moved to adjourn the meeting at 7:58.

The next regularly scheduled board meeting will be held on Monday, April 27, 2015 at 7:30 p.m.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant