

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – November 30, 2015**

President O'Brien called the meeting to order at 7:32 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  
Sara McCambridge, Assistant Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant

**TRUSTEES EXCUSED**

Mike Budde, Treasurer  
Kitty Mitchell

**AUDIENCE TO VISITORS**

President O'Brien acknowledged staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed correspondence as follows:

- A letter of resignation was received from staff member Cindy Bochenek effective December 2
- In partnership with Gleaners, the Library held a food drive. 100 items were donated to the Lockport Food/Fish Pantry
- (3) Tax appeals were received from Will County
- A Thanksgiving card was received from RuckPate Architecture

**APPROVAL OF MINUTES**

Vice President Klunk made a motion to accept the minutes of the October 26, 2015 Regular Library Board meeting. Trustee Smith seconded the motion. All in favor, motion passed.

**TREASURER'S REPORT**

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of October 31, 2015 with an update to the Petty Cash amount.

The following reports were made available:

- Petty Cash dated October 24, 2015
- Transaction Detail dated November 2015
- Deposit Detail dated October 29, 2015 and November 30, 2015

Vice President Klunk moved to approve October bills and Petty Cash as stated. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Smith moved to transfer \$142,000 from IL Funds to BMO Harris Bank General Funds to pay November bills and December payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Vice President Klunk seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **DIRECTOR'S REPORT**

Director Kozel-La Ha provided a report and noted the following:

- Usage = 8% increase
- Database and electronic usage = 17% increase
- Collection usage = 11% decrease
- 300+ visitors attended the Star Wars event
- 150+ visitors attended the Pete the Cat event
- A partnership with House of Music in Homer Glen will bring music to the library every 3<sup>rd</sup> Sunday of the month with a sponsorship from Countryside Bank
- Kindergarten tours have been completed with 15 classes/341 students (including one Special Ed class) visiting the library, touring, and have a Storytime
- In partnership with the Gleaners, teen volunteers will be at the library December 14<sup>th</sup> to organize holiday specialty bags for Meals on Wheels recipients. This is an annual teen volunteer night.
- Adult Services did 2 presentations at Marian Village for local seniors regarding library services
- Winter Reading Club will be held the entire month of February
- The Used Book Sale will take place Feb 26-29
- Computer class offerings have increased in accordance with demand
- Budget Comparison of 2014 vs 2015 has been made available for review

## **Assistant Director's Report**

Assistant Director McCambridge provided a report and noted the following:

- Working with department managers on staff scheduling
- Application has been submitted for Authority to Dispose of Local Records
- Will be attending a webinar on the Fair Labor Standards Act

## **Other Manager's Reports**

Additional Manager Reports were available in trustee packets.

## **NEW BUSINESS**

### **RAILS Representative Report**

Trustee Smith noted that there continues to be no RAILS operating budget until the state finalizes their budget.

## **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.

### **Insurance Review**

There was a short discussion regarding insurance coverage.

- Recommended that Homer Township Library should be listed on HAC policy
- Insurance premiums went down
- Health insurance premiums had a 12% increase
- Recommended: signage stating parking for library patrons only.

### **ADJOURNMENT**

At 7:55 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, January 25, 2016 at 7:30 p.m.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant