

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Meeting – October 26, 2015

President O'Brien called the meeting to order at 7:01 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Phyllis Levine, Secretary
Brian Smith (via phone)
Kitty Mitchell

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
Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

NEW BUSINESS

President O'Brien opened the meeting for comments regarding the public truth in taxation hearing.

ADJOURNMENT

At 7:30 pm President O'Brien adjourned the meeting.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – October 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
Brian Smith (via phone)
Kevin Owen (7:36)
Kitty Mitchell

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

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

Vice President Klunk made a motion for attendance of Trustee Smith via phone (by means other than physical - ILCS 120/7). Trustee Levine seconded the motion. All in favor, motion passed.

AUDIENCE TO VISITORS

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

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- (4) Tax appeals were received from Will County
- A letter was received from Mayor Yukich with an invitation to attend a Public Information Meeting on October 29th in the Village Board Room regarding the Woodbine Area Regional Drainage Improvement Project

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the September 28, 2015 Regular Library Board meeting. Trustee Levine 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 September 30, 2015.

The following reports were made available:

- Petty cash from September 27, 2015 – October 24, 2015
- Transaction Detail dated October 1 - 28, 2015
- Deposit Detail dated September 2015 and October 1 – 28, 2015

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

Trustee Levine moved to transfer \$159,000 from IL Funds to BMO Harris Bank General Funds to pay October bills and November 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 provided a report and noted the following:

- The Little Free Library has been installed at Sendra Park. There will be a celebration on November 1st @ noon
- It is the 2 year anniversary of the library addition and remodeling
- The bookmobile will celebrate 10 years in 2016. We plan to have a year-long celebration and hope to get a bank sponsorship
- Outdoor sign repair was estimated @ \$5,000
- Paint touch-ups, carpet cleaning and upholstery cleaning is being scheduled
- All are invited to sign up for an electronic copy of the Mayor's blog. The library calendar is included in his blog

Assistant Director's Report

Assistant Director McCambridge provided a report and noted that she is working on the Local Record Retention Act.

Other Manager's Reports

Additional Manager reports were available in trustee packets.

UNFINISHED BUSINESS

There was a short discussion regarding the recent property damage caused during a Homer Stallions game.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- The next board meeting will be this Friday
- Currently, there is not an 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

Director Kozel-La Ha will review Policy with Vice President Klunk next month.

Legal

Trustee Smith had no new business to report.

Capital Plan

ICS Consultant Dan Eallonardo distributed a Capital Replacement Study. It was recommended that it be updated every 5 years. There was a discussion and review. Dan departed the meeting at 8:11 pm.

Truth in Taxation Certificate

President O'Brien certified that the Library has compiled with the Truth in Taxation and he signed the certificate.

Adopt Levy Ordinance for FY 2015/16

Vice President Klunk moved to approve Ordinance 2015/16-2 for the Levy and Assessment of Taxes for the fiscal year beginning July 1, 2015 and ending June 30, 2016 of the Homer Township Public Library District Will County, IL. The aforesaid amount of \$2,100,000 hereby is levied as the General Corporate Library Fund. The Ordinance shall take effect and be in full force and effect immediately on and after its approval, passage and posting as required by law. Adopted and approved on this 26th day of October, 2015. Trustee Levine seconded the motion. All in favor, motion passed.

Ethics Statement (5 ILCS 430) Review

Information was made available in the packets.

Freedom of Information Act (5 ILCS 140) Review

Information was made available in the packets.

Open Meetings Act (5 ILCS 120) Review

Information was made available in the packets.

Trustee Facts File – Chapter 13 PR

Trustee Mitchell provided a review of Chapter 13 – Public Relations.

Motion to Retain Closed Session Minutes

There was a short discussion. This item was tabled until November.

Other

There was a short discussion regarding the outdoor sign and Woodbine flooding.

ADJOURNMENT

At 8:34 pm President O'Brien adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant