

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 28, 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
Kevin Owen
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

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- Informational letter was received from Mayor George Yukich; Village of Homer Glen
- Letter was received from April Krzeczkowski; Executive Director of Library Insurance Management and Risk Control Combination (LIMRiCC)
- (20) Tax Assessment Reviews were received from the Will County Board of Review
- Bill was received from IL American Water regarding sewer charges
- Thank you card was received from Tina Ramos of the Lockport/Homer Glen Home Pages
- Complimentary thank you letter was received from a (juvenile) patron
- Copy of a claim made between Construction Solutions of IL, Inc. and National Telecom, Inc.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the minutes of the August 24, 2015 SPECIAL Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

Trustee Klunk made a motion to accept the minutes of the August 24, 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 August 31, 2015.

The following reports were made available:

- Petty cash from August 26, 2015 – September 24, 2015
- Transaction Detail dated August 25 – September 30, 2015

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

Trustee Mitchell moved to transfer \$108,500 from IL Funds to BMO Harris Bank General Funds to pay September bills and October payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Brian 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:

- Director Kozel-La Ha invited Mayor Yukich to tour the library
- Budget comparison August 2014 vs August 2015 was provided
- Working with Records Department at Secretary of State
- Adding Vendor list to website
- Template provided for Closed Session minutes to meet legal requirements
- Director Kozel-La Ha and Assistant Director McCambridge were recertified in FOIA training

Assistant Director's Report

A report from Assistant Director McCambridge was available in trustee packets.

Other Manager's Reports

Additional Manager reports were available in trustee packets.

UNFINISHED BUSINESS

There was a short discussion regarding the recent FOIA request.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted an update to the outsource deliveries.

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 with Vice President Klunk/Policy Committee in October. It was reviewed and updated with the help of the Management Association.

Legal

Trustee Smith had no new business to report.

Resolution to Determine Funds 2015/16-01

Vice President Klunk moved to approve Resolution 2015/16-1 of the Board of Trustees of the Homer Township Public Library District Will County, IL determining an amount of money necessary to be raised by taxation for the July 1, 2015 thru June 30, 2016 fiscal year. Whereas, 35 ILCS 200/18-55 (The Truth in Taxation Act) provides that not less than twenty (20) days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, exclusive of any portion of the levy attributable in the costs of conducting an election required by the General Election Law, estimated to be necessary to be raised by taxation for the year upon which the taxable property is its district. That this Resolution shall be in full force and effect from and after its passage, approval, posting and publication as provided by law. Trustee Smith seconded the motion. All in favor, motion passed.

Director Kozel-La Ha noted that in February 2016 we will abate the tax levied for bond repayment on general obligation bonds.

LIMRiCC Ordinance 2015/16-02

Trustee Smith made a motion to adopt Ordinance 2015/16-02 approving the proposed amendments to the LIMRiCC By-Laws and Intergovernmental Agreements as described in LIMRiCC's letter to the library dated September 8, 2015 and fully set forth in the Final Draft By-Laws and Intergovernmental Agreement for the Unemployment Compensation Claim Program (UCGA) which the Library is a member of. Vice President Klunk seconded the motion. All in favor, motion passed.

Trustee Facts File – Chapter 12

Trustee Smith shared his review of Chapter 12 – Advocacy.

Other

Director Kozel-La Ha noted that she spoke with Mayor Yukich regarding the library. There was a short discussion.

ADJOURNMENT

At 8:14 pm President O'Brien adjourned the meeting.

There will be a Special Meeting beginning at 7:00 pm on Monday, October 26, 2015. The next regularly scheduled board meeting will follow at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant