

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – April 25, 2016

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
Mike Budde, Treasurer
Phyllis Levine, Secretary
Brian Smith
Kitty Mitchell

STAFF PRESENT

Sheree Kozel-La Ha, Library Director
Sara McCambridge, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

TRUSTEES ABSENT

Jane Klunk, Vice President
Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- A donation check for \$3,000 was received from BMO Harris Bank
- A letter from Maureen Dunne of the Reaching Forward Committee stating that Reference staff Becky Vallejo was nominated for the Oberman-Rich Award and the Robert P Doyle Award. She will receive a courtesy conference registration.
- A donation check for \$360 was received from Mary Ponschke of Music & Movement
- A letter was received from Barbara Hendrickson / Dynegey Energy regarding a supply cost increase
- (3) Tax appeals from the Will County Board of Review

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the March 28, 2016 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 March 31, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of March 31, 2016
- Petty Cash dated April 1-22, 2016
- Transaction Detail dated April 1-25, 2016
- Deposit Detail dated March 29-April 25, 2016

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

Trustee Budde moved to transfer \$100,000 from IL Funds for April bills and May 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:

- We are receiving excellent press coverage in the Homer Horizon
- Homer Jr. High student Art Exhibit is currently on display in the Teen wall and Youth department
- The Arts & Crafts Fair (in partnership with Gleaners/Oak Arbor) was a great success
- Defensive Driving 2-day course will be held May 5 & 6
- Currently getting repair costs from Express Sign for outdoor sign
- Money Market account in process of being set up at Countryside Bank
- Administrative Assistant Patti Nakutis is commended during National Assistant's Day
- A Special Event Committee is planning the 10th anniversary of the bookmobile event to be held on Saturday, September 17th
- CSI has been contacted regarding the final payment

Assistant Director's Report

Assistant Director McCambridge supplied a report in the board packets.

Other Manager's Reports

Additional Manager Reports were available in the board packets.

UNFINISHED BUSINESS

President O'Brien discussed the back detention area and the maintenance. There was discussion.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- Board elections (6 seats) are in progress – deadline May 13th
- 8 libraries will be joining Prairie Cat next month expanding the catalog selection for our patrons
- Saturday, April 30 – Trustee Workshop at Peoria Heights Library
- Saturday, May 14 – Trustee Workshop at Crete 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 was not present to report.

Legal

Trustee Smith had no new business to report.

Meeting Date Ordinance

Trustee Smith moved to approve Ordinance 2015/16-4 Public Meetings Ordinance for July 1, 2016 to June 30, 2017. Trustee Mitchell seconded the motion. All in favor, motion passed.

Ethics Appointment

Trustee Smith nominated Trustee Mitchell as Ethics Commission Member. Trustee Levine seconded the motion. All in favor, motion passed.

Sponsor Update

Director Kozel-La Ha previewed the proposed glass leaf wall art for Study Room Sponsors. The Study Room donation level is \$10,000. Also, the Donor Tree is scheduled to be installed in June. PR and fliers will be created that combine sponsorship opportunities. After discussion, the donation levels were confirmed as follows: Platinum = \$5,000 (limited number) / Gold = \$2,000 / Silver = \$1,000 / Bronze = \$500.

ADJOURNMENT

At 8:10 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, May 23, 2016 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant