

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Meeting – August 22, 2016

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

TRUSTEES PRESENT

Edward O'Brien, President
Phyllis Levine, Secretary
Kitty Mitchell, Treasurer
Brian Smith
Kevin Owen
Cindy Bochenek

STAFF PRESENT

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

TRUSTEES EXCUSED

Jane Klunk, Vice President

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

NEW BUSINESS

A Public Review of Budget & Appropriation 2016/17

President O'Brien opened the meeting to public review. There was a discussion.

ADJOURNMENT

At 7:34 pm President O'Brien adjourned the meeting.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – August 22, 2016

President O'Brien called the meeting to order at 7:35 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Edward O'Brien, President
Phyllis Levine, Secretary
Kitty Mitchell, Treasurer
Brian Smith
Kevin Owen
Cindy Bochenek

STAFF PRESENT

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

TRUSTEES EXCUSED

Jane Klunk, Vice President

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- A letter was received from the Village of Homer Glen noting their new location officially opened July 16, 2016.
- A letter was received from Pittacora Law Group regarding Zenere Landscape and CSI/Pete Schipma.
- A thank you note was received from the Village of Homer Glen staff for welcoming them at their new location.
- A thank you note was received from Administrative Assistant Nakutis regarding the passing of her father.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the minutes of the June 27, 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 July 31, 2016.

The following reports were made available:

- Revised Statement of Assets, Liabilities, and Fund Balances as of June 30, 2016
- Petty Cash dated July 1, 2016
- Transaction Detail dated July 1 - 25, 2016
- Deposit Detail dated June 28 – July 25, 2016

Trustee Smith moved to approve bills and Petty Cash as stated with check# 47625 noted as void. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Smith moved to ratify the transfer of \$120,000 from Old Plank Trail Bank that paid July bills and August payroll, IMRF and withholding taxes, 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.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of July 31, 2016
- Petty Cash dated July 11 – August 3, 2016
- Transaction Detail dated July 26 – August 22, 2016
- Deposit Detail dated July 26 – August 22, 2016

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

Trustee Smith moved to transfer \$130,000 from Old Plank Trail Bank to pay August bills and September payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Owen 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 Donor Tree is in place. We will be seeking donations from local businesses and organizations.
- Over 1700 patrons joined the Summer Reading Club
- The Bookmobile 10-year Anniversary event is scheduled for September 17, 2016 @ 11am
- 70 teen volunteers put in 645 hours this summer
- A copy of the Working Budget is available in the board packets
- The Used Book Sale fundraiser starts Friday
- The Craft Fair & Gift Bazaar fundraiser is scheduled for September 24
- Educational Trustee sessions are scheduled at the ILA Conference in Rosemont on October 20
- Many new quality programs will be showcased this fall
- The library will be closed to the public on Friday, Oct 14 for a staff in-service training day
- Upholstered furniture will be cleaned September 2; carpet to follow on Fridays after library closes

Assistant Director's Report

Assistant Director McCambridge noted the following:

- IPLAR was filed this week
- Library Market will undertake a new logo design and library website
- Other websites are being reviewed in search of ideas for a revised library website

Other Manager's Reports

Business Manager McSweeney noted that the audit will take place in September

Additional Manager Reports are available in trustee packets

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- RAILS has a new website; Trustee Smith helped design it
- Educational Trustee sessions are available at ILA in Rosemont
- RAILS is revising membership standards. These revisions will not affect Homer Twp. Library

COMMITTEE REPORTS

Finance/Budget

President O'Brien 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.

RATIFY JULY FINANCIALS

See Treasurer's Report.

BUDGET & APPROPRIATION ORDINANCE 2016/17-01

Trustee Smith made a motion to adopt Ordinance No. 2016/17-1 Fiscal Year July 1, 2016 thru June 30, 2017 the Budget and Appropriation Ordinance of the Homer Township Public Library District Will County, IL. Trustee Levine seconded the motion. All in favor (6 ayes, 1 absent), motion passed.

RESOLUTION TO DETERMINE FUNDS 2016/17-01

Trustee Owen made a motion to approve the Resolution No. 2016/17-01 Resolution 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, 2016-June 30, 2017 fiscal year. Trustee Mitchell seconded the motion. All in favor (6 ayes, 1 absent), motion passed.

Other

No other business.

ADJOURNMENT

At 8:07 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, September 26, 2016 at 7:30 p.m. There is a special meeting September 26, 2016 at 7 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant