

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

Vice President Klunk called the meeting to order at 7:30 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Jane Klunk, Vice President
Mike Budde, Treasurer
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

TRUSTEES EXCUSED

Dr. Edward O'Brien, President

AUDIENCE TO VISITORS

Vice President Klunk acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- 2016 LACONI Trustee Banquet invitation
- Homer Township Chamber of Commerce invitation to the 2016 State of the Village Address

APPROVAL OF MINUTES

Trustee Budde made a motion to accept the minutes of the January 25, 2016 Regular Library Board meeting. Trustee Owen 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 January 31, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of January 31, 2016
- Petty Cash dated January 16 - February 12, 2016
- Transaction Detail dated February 1 - 22, 2016
- Deposit Detail dated January 26 – February 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.

DIRECTOR'S REPORT

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

- In-Service Safety Day program was excellent
- There were 300 participants in Winter Reading Club
- Book Sale weekend is February 26-29
- The library expended 46% of the library's working in budget over the past seven months
- We are having the chick hatch program this year

- The bookmobile is honored to be featured on the National Bookmobile Day bookmark
- The Donor Tree is currently being designed by Sheri Law Art Glass
- There was a conversation with Attorney Lenzini regarding the Room Recognition procedure
- The Donor Support Sheet is provided in your packet
- We are awaiting Final Occupancy from the Village

Assistant Director's Report

Assistant Director McCambridge provided a report and noted the following:

- The library is compliant with the Illinois Library Certification and the ILL Traffic Report
- In-service program was well received by the staff. Excellent information was provided to assist them in their duties here at the library.

Trustee Mitchell attended the In-service program and spoke of the valuable content it provided.

Other Manager's Reports

Additional Manager Reports were available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted that there is no change to the state budget crisis, however RAILS is in a good financial position. Friday, February 26, is the RAILS board meeting and they are seeking for nominations for new members to join the board. The election opens March 7 should any of the Homer Township Library Board wish to run for the RAILS board. RAILS will hold a Members Update videoconference to discuss the revised system membership standards.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde had no new business to report.

Personnel

President O'Brien was not present to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Smith had no new business to report.

IL Funds

Trustee Budde reported he and President O'Brien, Director Kozel-La Ha, Assistant Director McCambridge and Business Manager McSweeney met with representative from Old Plank Trail Bank to discuss moving the library's Illinois Funds to Old Plank Trail Bank. Director Kozel-La Ha provided a chart detailing area library banks and how they handle their funds. Business Manager McSweeney stated that currently our Illinois Funds are frozen due to Illinois Funds transiting to a new bank.

Trustee Owen made a motion to move the library funds from Illinois Funds. Trustee Budde seconded the motion. Roll call was taken, motion passed.

Trustee Budde made a motion to move the five accounts that were in Illinois Funds to five new accounts at Old Plank Trail Bank. Trustee Smith seconded and amended the motion to open six accounts, one primary and five restricted. Roll call was taken, motion passed.

Discussion followed regarding moving the Money Market account in First Midwest to another bank.

Trustee Levine made a motion to move the funds in the First Midwest bank Money Market to a new Money Market account at Countryside Bank. Trustee Mitchell seconded the motion. A roll call was taken, the motion passed.

Donors

Donor Tree

- Director Kozel-La Ha showed an artistic rendition of the Donor Tree designed by Sheri Law Art Glass. The tree will start with 40 leaves and will ultimately support 240+ leaves. Sponsorship breakdown: Gold \$1,000,000 and above; Silver \$500 - \$999; Bronze \$250 - \$499.

Room Recognition

- Director Kozel-La Ha provided the board with an information sheet detailing her discussion with Attorney Lenzini regarding a Room Recognition Policy. The first step is to create a Room Recognition form that will be sent to the board, then when accepted, sent to Attorney Lenzini to be vetted before making it available to the general public.

ADJOURNMENT

At 8:48 pm Vice President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, March 28, 2016 at 7:30 p.m.

Respectfully submitted,

Sara McCambridge

Assistant Director