

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 27, 2016

President O'Brien called the meeting to order at 7:30 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Edward O'Brien, President
Jane Klunk, Vice President
Phyllis Levine, Secretary
Brian Smith
Kevin Owen
Kitty Mitchell
Cynthia Bochenek (sworn in as trustee at 7:47pm)

STAFF PRESENT

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

AUDIENCE TO VISITORS

President O'Brien acknowledged staff and welcomed resident Cynthia Bochenek.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- We received the FY2016 Per Capita Grant for \$30,108.63 from the Illinois Comptroller.
- The Bookmobile received a thank you poster from the children at Bobbie Noonan preschool.
- Thank you note from Home Pages for publicizing the library within the Home Pages.
- Thank you note from the Reed Family.
- Letter from the University of Illinois announcing Anne Craig as the new Senior Director of CARLI. The library was recently made aware that Ms. Craig gave notice of her intent to resign as Director of the Illinois State Library.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the May 23, 2016 Regular Library Board meeting. Trustee Smith seconded the motion. All in favor, motion passed.

Trustee Smith made a motion to accept the Closed Session minutes of May 23, 2016 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 May 31, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of May 31, 2016
- Petty Cash dated May 23 – June 27, 2016
- Transaction Detail dated June 1 - 27, 2016
- Deposit Detail dated June 1 – June 27, 2016

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

Trustee Klunk moved to transfer \$165,000 from Old Plank Trail Bank for June bills and July 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.

DIRECTOR'S REPORT

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

- Reviewed yearly comparison of budget; budget remains conservative at 77% for eleven months
- Summer Reading Program kick-off was Monday, June 13
- Showcased sponsor leaves for Donor Tree
- Bookmobile 10th Anniversary postcards are coming in from all over the world and are visually displayed on the curve wall adjacent to the study rooms
- 10th Anniversary Event for the Bookmobile is September 17, 2016 @ 11am
- ILA's Advocacy Toolkit and Top Ten Quick Advocacy Tips brochure were provided to trustees
- We welcome Kathleen Kasper, who begins in July

Assistant Director's Report

Assistant Director McCambridge noted the Illinois Public Library Annual Report statistics are being compiled.

Other Manager's Reports

Additional Manager Reports were available in trustee packets.

UNFINISHED BUSINESS

- Drainage improvement cost came in lower than quoted.
- CSI agreed to a reduced payout. We are waiting for the change order from Architect Ramsey to finalize payment to CSI.

BOARD INTERVIEW

President O'Brien recognized Cynthia Bochenek. He discussed trustee responsibilities and her interest in being appointed to fill the vacant term.

EXECUTIVE/CLOSED SESSION (5 ILCS 120/2) (from Ch. 102, par. 42)

Trustee Smith made a motion to go into CLOSED SESSION for the purpose of discussing Trustee Appointment 2(c)(3). Trustee Owen seconded the motion. All in favor. Motion passed.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted RAILS has a new podcast "SPARKS". The first interview will feature David Seleb, Oak Park Director, who will discuss hiring a social worker in the library.

RAILS is launching a newly designed website in July.

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 had no new business to report.

Legal

Trustee Smith had no new business to report.

TRUSTEE APPOINTMENT

Cynthia Bochenek noted her desire to fill the vacancy on the Library Board. President O'Brien swore in Cynthia Bochenek with the Library Trustee Oath of Office at 7:47pm.

TREASURER/COMMITTEE APPOINTMENT(S)

Trustee Mitchell accepted the nomination of Treasurer of the Homer Township Public Library District. Trustee Owen made a motion to accept Trustee Mitchell's appointment to the Treasurer position. Trustee Smith seconded the motion. All in favor, motion passed.

Trustee Mitchell agreed to serve on the Finance Policy.

Trustee Bochenek agreed to serve on the Policy Committee.

PREPARATION TENTATIVE BUDGET & APPROPRIATION 2015/16-2

Trustee Smith made a motion to approve the Preparation and Availability of the Tentative Budget and Appropriation Resolution 2015/16-2. Trustee Mitchell seconded the motion. All in favor, motion passed.

PREVAILING WAGE ORDINANCE

Trustee Owen made a motion to approve the Prevailing Wage Ordinance 2015/16-5 for the Homer Township Public Library District. Trustee Smith seconded the motion. All in favor, motion passed.

Other

No other business.

ADJOURNMENT

At 8:09 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, July 25, 2016 at 7:30 p.m.

Respectfully submitted,

Sara McCambridge

Assistant Director