

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – March 28, 2016

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

TRUSTEES PRESENT

Dr. Edward O'Brien, President
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
Patti Nakutis, Administrative Assistant

AUDIENCE TO VISITORS

President O'Brien acknowledged Dan Eallonardo; ICS Consultant and staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- An invitation was received for the LACONI Trustee Banquet at Alta Villa Banquets on May 13th
- A \$1250 donation was received from IL American Water
- A \$48,823 check was received from the State of IL Comptroller as grant replacement funds

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the February 22, 2016 Regular Library Board meeting. Vice President Klunk seconded the motion. All in favor, motion passed.

Trustee Smith made a motion to amend the agenda to discuss New Business – ICS. Trustee Levine seconded the motion. All in favor, motion passed.

NEW BUSINESS

ICS

Dan Eallonardo of CSI presented the following update:

- Final Certificate of Occupancy was received
- A portion of contractor funds is on hold pending the completion of landscaping in the rear detention area. Dan will propose a Deductive Change Order to the contractor and we will undertake the process to facilitate.
- Additional drain tiles will be installed on the north wall. This will be a brief update with no interior disruption. As this is a timely issue, another bid will be sought and a decision will be made to proceed after review with the Director.

Dan exited the meeting at 8:23 pm.

TREASURER'S REPORT

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of February 29, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of February 29, 2016
- Petty Cash dated February 29-March 11, 2016
- Transaction Detail dated March 2016

- Deposit Detail dated February 23-March 28, 2016

Trustee Budde 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 Budde moved to transfer \$186,000 from IL Funds for March bills and April 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:

- A Budget chart comparison was made available
- The final Certificate of Occupancy has been received
- New accounts have been established at Old Plank Trail Community Bank
- 6 new (AWE) children's computers are ordered – 1 is bilingual
- The Used Book Sale netted a profit of \$2294, surpassing last year's winter book sale
- We are currently at under budget at 52% for the 8 months reported
- An Anniversary Committee has been established to plan the 10-year celebration of the Bookmobile
- There are plans to make 151st Street a 4-lane road
- The employee handbook is finished

Assistant Director's Report

Assistant Director McCambridge noted the following:

- Working with Director Kozel-La Ha on the Employee Handbook with full completion
- Revising job descriptions is an ongoing work in progress

Other Manager's Reports

Additional Manager Reports were available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- There continues to be no RAILS operating budget until the state finalizes their budget
- RAILS board nominations close in 2 days
- Membership Standard draft has been published and is open for comments

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 had no new business to report.

Employee Handbook

58 sections have been reviewed and added. There was a short discussion.

Trustee Smith proposed an additional change.

Vice President Klunk made a motion to accept the revisions of the Employee Handbook 2016 as amended. Trustee Levine seconded the motion. All in favor, motion passed.

Legal

Trustee Smith had no new business to report.

Non-Resident Fee

Director Kozel-La Ha stated that the current rate is \$170. On average, we issue 4 non-resident cards per year. Trustee Smith made a motion to keep the current non-resident rate of \$170 per family. Vice President Klunk seconded the motion. All in favor, motion passed.

Room Sponsorship

Director Kozel-La Ha proposed the induction of Study Room Sponsors through monetary donations. Area library's command a minimum sponsor rate of \$10,000. There was a discussion. The length of the dedication would be a minimum of 10 years. The board was in favor of the idea.

ADJOURNMENT

At 8:54 pm President O'Brien adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant