

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – May 23, 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
Jane Klunk, Vice 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

Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- A letter of resignation from Trustee Budde effective June 1, 2016
- A letter from Federal Home Loan Bank of Chicago establishing as beneficiary an irrevocable Letter of Credit
- A proposal for carpet cleaning

APPROVAL OF MINUTES

Trustee Budde made a motion to accept the minutes of the April 25, 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 April 30, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of April 30, 2016
- Petty Cash dated April 29-May 23, 2016
- Transaction Detail dated April 28-May25, 2016
- Deposit Detail dated April 26-May 23, 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 \$264,500 from Old Plank Trail Bank for May bills and June payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Levine 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 currently at 75% of the working budget – comparison sheet in packets
- Fall Arts & Crafts Fair to be held without support of the Gleaners
- Back retaining wall area is complete
- ICS Consultant Eallonardo is still awaiting decision from CSI regarding final payment
- Tree dedication was held today – Green Sugar Maple was planted outside of YS bump out
- House Bill 696 (property tax freeze) will move to the Senate for vote
- Sponsor/Donor Support chart available in packets
- Quotes were received for information board. An additional source was recommended.
- Staff attended a Marketing program featuring Ben Bizzle.
- Tentative plans for a new website within the next 6 months

Assistant Director's Report

Assistant Director McCambridge supplied a report in the board packets and reviewed the following:

- Currently reviewing job descriptions as they have changed with the new building
- Currently reviewing General Policy to reflect current technology

Other Manager's Reports

Additional Manager Reports were available in the board packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- Board meeting Friday, May 27
- Board election results will be posted upon notification of all candidates

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. Revised General Policy to be reviewed.

Legal

Trustee Smith had no new business to report.

June 23 Community Event Early Closing

There was a short discussion. The board was in agreement to close the library at 5pm on June 23rd (at the request of the Homer Fest Committee).

Other

Director Kozel-La Ha noted that the Homer Highway Department donated a poster printer and supplies to the library.

EXECUTIVE/CLOSED SESSION

At 8:20 pm Vice President Klunk made a motion to go into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1). Trustee Mitchell seconded the motion. All in favor, motion passed.

Director Kozel-La Ha and Administrative Assistant Nakutis departed the meeting momentarily as the board went into closed session.

At 8:55 pm the board came out of CLOSED SESSION.

Trustee Smith made a motion to grant pay increases at 3.5% for staff at the discretion of the Director and a 3.5% pay increase for the Director. Vice President Klunk seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 8:56 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, June 27, 2016 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – May 23, 2016

The board went into CLOSED SESSION at 8:20 pm.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Mike Budde, Treasurer
Phyllis Levine, Secretary
Brian Smith
Kitty Mitchell

STAFF PRESENT

Sheree Kozel-La Ha, Library Director (*intermittent*)

TRUSTEES ABSENT

Kevin Owen

EXECUTIVE/CLOSED SESSION

At 8:20 pm Vice President Klunk made a motion to go into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1). Trustee Mitchell seconded the motion. All in favor, motion passed.

Personnel 2(c)(1)

There was a discussion regarding pay increases.

Other

There was a short discussion regarding the opening on the board.

ADJOURNMENT

At 8:55 pm the board came out of CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Administrative Assistant