

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – November 28, 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
Kitty Mitchell, Treasurer
Brian Smith
Kevin Owen

STAFF PRESENT

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

TRUSTEES EXCUSED

Cindy Bochenek

AUDIENCE TO VISITORS

President O'Brien acknowledged Dane Hiatt; Auditor from Knutte & Associates, Dave Lennon; Accountant from Senesac & Lennon, and library staff.

Trustee Smith made a motion to amend the agenda, moving NEW BUSINESS, items C & D, to the next item on the agenda. Trustee Mitchell seconded. All in favor, motion passed.

NEW BUSINESS

Audit (Knutte)

Auditor Hiatt gave a general overview of the recent audit and noted that funds and expenditures are in good shape. He reviewed the management letter and there was a short discussion. At the conclusion, Hiatt exited the meeting.

Accountant (Senesac)

Accountant Lennon discussed the Audit review and clarified recommendations. There was a short discussion.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- A letter of resignation was received from staff member Cheryl Mizera.
- A memo was received from Joseph Davis; Librarian from Heartland Institute – a non-profit research organization.
- (2) Tax appeals were received from the Will County Board of Review.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the October 24, 2016 Regular Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Assistant Director McCambridge recapped the Statement of Assets, Liabilities, and Fund Balances as of October 31, 2016. The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of October 31, 2016
- Petty Cash dated October 24 – November 17, 2016
- Transaction Detail dated November 1 - 28, 2016
- Deposit Detail dated October 25 – November 28, 2016

Vice President 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 Mitchell moved to transfer \$127,000 from Old Plank Trail Bank for November bills and December payroll, IMRF and withholding taxes, 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 proposed investigating one extra bond/interest payment annually in an effort to reduce the duration of the mortgage. There was a short discussion with Accountant Lennon. Further information will be needed before proceeding. Lennon exited the meeting.

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

- We will abate by Ordinance the library bonds in January
- The Bookmobile has resumed service
- Page/Shelver Cheryl Mizera has resigned after 7 years effective December 2nd; her retirement was accepted with best wishes from the board
- Fundraising statistics are enclosed
- In addition to fundraising, the Donor Tree has brought in \$6,000 to date
- A new logo design will be completed in January/February
- A new website will launch in March
- Plans for Staff Development Day are being completed
- We are partnering with the Twp. Assessor to send cards to military sailors in Japan

Assistant Director's Report

Assistant Director McCambridge had no new business to report.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- Plans are underway to renovate the Burr Ridge facility
- SWAN services & catalog employees at the Burr Ridge facility will be moving to a new facility

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.

Other

President O'Brien inquired as to the selection of Herald News for publications. There has been no change in using the Herald from previous years. Business Manager McSweeney will present information at the January meeting.

Director Kozel-La Ha noted that the budget line items include employee recognition and have been appropriated in the budget.

ADJOURNMENT

At 8:35 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, January 23, 2017 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant