

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – October 24, 2016

President O'Brien called the meeting to order at 7:32 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
Cindy Bochenek

STAFF PRESENT

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

TRUSTEES EXCUSED

Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- An invitation from the Village of Homer Glen for their Ribbon Cutting Ceremony on Wednesday, October 26th from 5-7pm.
- A letter from Sue Burkholder; Inventory Liaison with IL State Library regarding the Motorola tablet and case provided through the 2012 ISL Small Business Administration Grant. A certification form was completed and returned.
- A tax appeal from the Will County Board of Review.
- A letter from Daniel R Smith; District Archaeologist with IL State Archaeological Survey. They may be conducting archaeological and historical surveys in the immediate area.
- An invitation from the Homer Glen Area Chamber of Commerce for the Holiday Party and Trustee Installation at Ruffled Feathers on Thursday, November 17th.

APPROVAL OF MINUTES

Trustee Smith made a motion to accept the minutes of the September 26, 2016 Special Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

Vice President Klunk made a motion to accept the minutes of the September 26, 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 September 30, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of September 30, 2016
- Petty Cash dated September 21 – October 20, 2016
- Transaction Detail dated September 29 – October 26, 2016
- Deposit Detail dated September 27 – October 24, 2016

Vice President Klunk 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 Smith moved to transfer \$150,000 from Old Plank Trail Bank for October bills and November payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Vice President Klunk 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:

- It is our 3 year anniversary of the addition/remodeling. We continue to receive positive comments.
- Some changes are being reviewed for Building and Grounds –
 - Installation of a safety window in East staff entry doors
 - Replacement of original Emergency Exit door in Youth Services
 - Installation of door grills and pneumatic hinges on 2 Youth Services restroom doors
- Sunday music started this month and will continue every other month
- Staff in-service is scheduled for Friday, January 27, 2017
- We continue to be very conservative with the budget.
- The audit is complete. The Accountant and the Auditor will be in attendance at the November meeting to review the audit and an accounting change to address interfund transfers.

Assistant Director's Report

Assistant Director McCambridge noted the following:

- The state put an application online for the Per Capita Grant. This is due January 15th. Last year we received \$.77/per resident.
- The library is a polling place for the November 8th election.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- RAILS board meeting will be held this Friday.
- The first fiscal year payment was received.
- Applications will be available November 1st for a new Collaborative Project Grant (up to \$2500).
- Biblioboard has just been made available to all libraries in IL.

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.

Local Government Travel/Expense Control Act Resolution 16/17-2

Trustee Smith made a motion to approve Resolution 16/17-2, a resolution to comply with the Government Travel Expense Control Act. Trustee Mitchell seconded the motion. All in favor, motion passed.

Travel Policy

A copy of the Conference / Travel Policy is enclosed in the packets.

Other

Trustee Smith noted that his term will be up in the spring and he will not be seeking re-election.

ADJOURNMENT

At 7:58 pm President O'Brien adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant