

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Meeting –September 26, 2016

President O'Brien called the meeting to order at 7:02 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 (arrived 7:03pm)
Cindy Bochenek

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 staff.

NEW BUSINESS

Public Truth in Taxation Hearing

President O'Brien opened the meeting to public review. There was a brief discussion.

ADJOURNMENT

At 7:25 pm President O'Brien adjourned the meeting.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 26, 2016

President O'Brien called the meeting to order at 7:31 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
Cindy Bochenek

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 staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- A check was received from The Hartford for a recent claim.
- A Certificate of Payment was approved for the final construction payout to CSI/Pete Schipma.
- A letter was received from Lisa Madigan; Attorney General-State of IL regarding information to file a claim for the DRAM Computer Memory settlement, if applicable.
- (7) Tax Appeals were received from the Will County Board of Review.
- A thank you note was received from Sheri Law. Sheri Law Art Glass designed the Donor Tree.
- A thank you note was received from a patron for research assistance.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the August 22, 2016 Special Library Board meeting. Trustee Owen seconded the motion. All in favor, motion passed.

Trustee Smith made a motion to accept the minutes of the August 22, 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 August 31, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of August 31, 2016
- Petty Cash dated August 24 – September 21, 2016
- Transaction Detail dated August 23 – September 28, 2016
- Deposit Detail dated August 23 – September 26, 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 Smith moved to transfer \$237,000 from Old Plank Trail Bank for September bills and October payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Owen 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:

- 3 new leaves have been commissioned for the Donor Tree
- IPLAR stats show that usage is accelerating
- Carpet and upholstery were cleaned – final cost came in less than quoted
- 800 people attended the Bookmobile 10-year Anniversary Event. We appreciate the assistance from the Homer Highway Department and had a number of sponsors
- The Craft & Gift Bazaar raised \$1300 this past weekend with over 1,000 people in attendance
- Sunday Music series begins next month
- We received an adjustment from AT&T regarding the ICN contract
- We received a check from The Hartford against a claim
- Teen volunteer night is held monthly. This is a very successful program with a large group
- We are researching the cost for a new catalog network

Assistant Director's Report

Assistant Director McCambridge noted the following:

- A new website and logo is being designed by Ben Bizzle. The logo should be available by November or December. The website will launch March 1, 2017.

Other Manager's Reports

Business Manager McSweeney noted that the auditor was here last week. He is currently back at his office working on the completion of the audit.

Additional Manager Reports are available in trustee packets.

UNFINISHED BUSINESS

President O'Brien asked about the outdoor sign. Director Kozel-La Ha noted that the sign is on hold. The Library property needs to be rezoned from commercial to a government entity. No action will be undertaken on the sign before the spring.

Trustee Owen asked if we would consider expanding the parking. Director Kozel-La Ha noted that on occasion we will be able to share parking with the Village. Additional parking is also being considered in the Long Range Plan. In addition, expanding the community room is also a consideration for the Long Range Plan. Doubling the size would have a cost of approximately \$500,000- \$1,000,000. There was a short discussion.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- RAILS board meeting was held last week
- There is discussion regarding a new catalog network
- There is discussion regarding System Membership Standards Revisions

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.

Truth in Taxation Certificate

The Certificate is enclosed in the board packet.

Adopt Levy Ordinance 2016/17-2

Trustee Smith made a motion to adopt Ordinance No. 2016/17-2 for the Levy and Assessment of Taxes for the fiscal year beginning July 1, 2016 thru June 30, 2017 of the Homer Township Public Library District with:

| | |
|--|-------------|
| Total levy for General Corporate Library Fund expenditures | \$2,100,000 |
| Total levy for IL Municipal Retirement Fund expenditures | \$ 90,000 |
| Total levy for Social Security/Medicare Fund | \$ 90,000 |
| Total levy for Liability/Insurance Fund expenditures | \$ 10,000 |
| Total levy for Audit Fund expenditures | \$ 2,000 |
| Total levy for Alternate Bond Repayment Fund Expenditures | \$ 199,813 |
| Total Tax Levy | \$2,491,813 |

Vice President Klunk seconded the motion. All in favor (7 ayes, 0 nays), motion passed.

Other

There was a brief discussion regarding Beary Landscaping.

ADJOURNMENT

At 8:01 pm President O’Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, October 24, 2016 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant