

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – April 24, 2017

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
Kevin Owen
Cindy Bochenek

STAFF PRESENT

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

TRUSTEES ABSENT

Brian Smith

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

Director Kozel La-Ha reviewed the following correspondence:

- A \$4000 sponsor check was received from BMO Harris Bank.
- A \$2500 check was received from RAILS for the Collaborative Maker Space Grant.
- Homer Township Public Library has been awarded the Per Capita Grant in the amount of \$30,326.97. A letter was received from Jesse White at the IL State Library.
- The Homer Library Bookmobile Facebook page recently received 5-star rating reviews.
- A thank you card was sent to Teen Services Librarian Heather Colby for her excellent assistance.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the March 27, 2017 Regular Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed. Trustee Owen abstained.

TREASURER'S REPORT

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of March 31, 2017.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of March 31, 2017
- Petty Cash dated March 23 – April 24, 2017
- Transaction Detail dated March 30 – Apr 26, 2017
- Deposit Detail dated Mar 28 – Apr 24, 2017

Vice President Klunk moved to approve bills and Petty Cash as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Levine moved to transfer \$75,000 from Old Plank Trail Bank for April 2017 bills and May 2017 payroll, IMRF and withholding taxes, 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:

- We celebrate the 35th anniversary of the library this year. A special event will be planned with cake and music sometime this fall or spring 2018.
- The Craft Fair raised over \$3000. This was in partnership with Homer Township Oak Arbor Gleaners and assistance from our teen volunteers.
- As noted in correspondence, the Library was awarded the Per Capita Grant.
- Youth Services Clerk Janet Dejka will be retiring at the end of May.
- Our new website will launch in May. Staff is busy entering programs and events.
- Planning has begun for the Summer Reading program.
- 300 Spanish bi-lingual packs have been received from National Hispanic Literacy.
- To date, the budget is at a conservative 61% for nine months of expenditures.
- Staff spotlight is Administrative Assistant Patti Nakutis as we celebrate National Assistant's Day.
- Adult Services Manager Alex Annen has been nominated for the Reference Services Award 2017.
- Teen Librarian Heather Colby has been nominated for the Young Adult Librarian of the Year Award 2017.

Assistant Director's Report

Assistant Director McCambridge noted that she is working with the managers to add events and programs on the new website. At the completion of that, she and the director will begin the review of job descriptions.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith was not present to report.

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 was not present to report.

EXECUTIVE/CLOSED SESSION

At 7:50 pm Vice President Klunk made a motion to go into CLOSED Session for the purpose of discussing Personnel 2(c)(1). Trustee Owen seconded the motion. All in favor, motion passed.

Assistant Director McCambridge and Business Manager McSweeney departed the meeting.

Discussion ensued.

Director Kozel-La Ha and Administrative Assistant Nakutis departed the meeting at 7:59 pm as discussion continued. At 8:12 pm Vice President Klunk made a motion to come back into OPEN Session. Trustee Owen seconded the motion. All in favor, motion passed.

Vice President Klunk made a motion to approve salary increases at 2.75% for staff at the discretion of the Director and a 2.75% pay increase for the Director. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Director Kozel-La Ha thanked the board for approving salary increases.

Director Kozel-La Ha noted the trustee vacancy begins June 1st and some residents have expressed interest. Forms will be posted.

ADJOURNMENT

At 8:15 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, May 22, 2017 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – April 24, 2017

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

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Phyllis Levine, Secretary
Kevin Owen
Cindy Bochenek

STAFF PRESENT

Sheree Kozel-La Ha, Library Director
Patti Nakutis, Administrative Assistant

TRUSTEES ABSENT

Brian Smith

EXECUTIVE/CLOSED SESSION

At 7:50 pm Vice President Klunk made a motion to go into CLOSED Session for the purpose of discussing Personnel 2(c)(1). Trustee Owen seconded the motion. All in favor, motion passed.

Personnel 2(c)(1)

There was a brief discussion regarding annual pay increases.

Director Kozel-La Ha and Administrative Assistant Nakutis departed the meeting at 7:59 pm as discussion continued.

ADJOURNMENT

At 8:12 pm the board came out of CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Administrative Assistant