

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**SPECIAL Meeting – August 28, 2017**

President O'Brien called the meeting to order at 7:06 pm, followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

Edward O'Brien, President  
Jane Klunk, Vice President  
Kitty Mitchell, Treasurer  
Phyllis Levine, Secretary

**STAFF PRESENT**

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

**TRUSTEES EXCUSED**

Cindy Bochenek  
Kevin Owen

**AUDIENCE TO VISITORS**

President O'Brien acknowledged library staff.

**NEW BUSINESS**

**Public Review of Budget & Appropriation 2017/18**

President O'Brien opened the floor for discussion. Director Kozel-La Ha provided a brief review.

**ADJOURNMENT**

At 7:30 pm President O'Brien adjourned the meeting.

Respectfully submitted,  
*Patti Nakutis*  
Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – August 28, 2017**

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  
Kitty Mitchell, Treasurer  
Phyllis Levine, Secretary

**STAFF PRESENT**

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

**TRUSTEES EXCUSED**

Cindy Bochenek  
Kevin Owen

**AUDIENCE TO VISITORS**

President O'Brien acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A \$1000 check was received from the ALA Teen Read Week Grant.
- A resignation letter was received from Youth Services staff member Susie Spratt.
- A letter was received from Michael Mertens; Village of Homer Glen Manager with updated information regarding Heritage Park. Phase I construction begins August 21<sup>st</sup>.
- A thank you letter was received from ILA Executive Director Bob Doyle for the recent donation for ILA Library Luminaries.
- A letter was sent by Hearne & Associates, P.C. to Kavanagh, Scully, Sudow, White & Frederick, P.C. regarding the examination of the accounts of Homer Township Public Library District as of June 30, 2017.
- A thank you note to Teen Services Staff was received from a teen patron who has attended Teen Book Club since grade school, now headed to college.
- A thank you message was noted on the Bookmobile Facebook page, thanking Bookmobile staff for personal service while assisting the children.
- A thank you note was received from MaryBeth of Home Pages. The library was featured in the latest edition.
- An invitation was received from George David Miller to attend Photo Poems at Lewis University on Wednesday, September 6<sup>th</sup> @ 7pm.

**APPROVAL OF MINUTES**

Trustee Levine made a motion to accept the minutes of the July 24, 2017 Regular Library Board meeting. Vice President Klunk seconded. All in favor, motion passed.

**TREASURER'S REPORT**

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

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of July 31, 2017
- Petty Cash dated July 27 – August 7, 2017 totaling \$26.72
- Transaction Detail dated July 25 – August 30, 2017
- Deposit Detail dated July 25 – August 30, 2017

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.

Vice President Klunk moved to transfer \$162,000 from Old Plank Trail Bank for July 2017 bills and August 2017 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 provided a report and noted the following:

- Fall programming is planned and fliers are available for Youth, Teens, and Adults/Seniors.
- "Meet the Mini's" is a new children's miniature pony program scheduled for November.
- The Summer Reading Program showed an 11% increase in teen participation and 3% in adult participation. Youth remained the same.
- Budget preparation and long range planning is ongoing. Some items up for review/discussion include a new Youth Services desk, additional parking and staff education and development.
- Fundraisers include the Used Book Sale, Craft Fair and Donor Tree.
- We say farewell to Youth Services Clerk Susie Spratt and welcome Michele Bogdan.
- ILA will be held in Tinley Park at the convention center this year.
- 84 teen volunteers put in 677 hours this summer.
- A work desk has been placed in the Adult Services back office area for Heather Colby.
- August stats show 28,475 items checked out this month with approximately 400 visitors daily.
- Next month a budget comparison will be provided.
- The Homer Junior Woman's Club will partner with the library for an Author Fair and a Book Drive.

### **Assistant Director's Report**

Assistant Director McCambridge is currently working on IPLAR which is due September 1<sup>st</sup>. Per Capita will be due October 15<sup>th</sup>. She is also working with Director Kozel-La Ha in planning the staff in-service.

### **Other Manager's Reports**

Additional Manager Reports are available in trustee packets.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell 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 Owen was not present to report.

### **Budget & Appropriation Ordinance 2017/18-01**

Vice President Klunk made a motion to approve Ordinance #2017/18-1 fiscal year July 1, 2017 thru June 30, 2018 the Budget and Appropriation Ordinance of the Homer Township Public Library District Will County, IL for a total appropriation cost of \$5,110,000. Trustee Levine seconded the motion. All in favor, motion passed.

**Resolution to Determine Funds 2017/18-01**

Trustee Levine made a motion to approve Resolution #2017/18-1 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL determining an amount of money necessary to be raised by taxation for the July 1, 2017 thru June 30, 2018 fiscal year. Trustee Mitchell seconded the motion. All in favor, motion passed.

**EXECUTIVE/CLOSED SESSION**

At 7:58 pm Trustee Mitchell made a motion to go into CLOSED SESSION for the purpose of discussing personnel Trustee ILCS 120/2 (c) (3). Vice President Klunk seconded the motion. All in favor, motion passed.

At 8:07 pm Vice President Klunk made a motion to come out of CLOSED SESSION. Trustee Levine seconded the motion. All in favor, motion passed.

**ADJOURNMENT**

At 8:07 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, September 25, 2017 at 7:30 pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION Meeting – August 28, 2017**

**TRUSTEES PRESENT**

Edward O'Brien, President  
Jane Klunk, Vice President  
Kitty Mitchell, Treasurer  
Phyllis Levine, Secretary

**STAFF PRESENT**

Sheree Kozel-La Ha, Executive Director

**TRUSTEES PRESENT**

Cindy Bochenek  
Kevin Owen

**CLOSED SESSION**

At 7:58 pm Trustee Mitchell made a motion to go into CLOSED SESSION for the purpose of discussing personnel Trustee ILCS 120/2 (c) (3).

**ADJOURNMENT**

At 8:07 pm Vice President Klunk made a motion to come out of CLOSED SESSION. Trustee Levine seconded the motion. All in favor, motion passed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant