

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 23, 2017

In absence of President O'Brien and Vice President Klunk, Trustee Levine made a motion to appoint Trustee Mitchell as President for tonight's meeting. Trustee Smith seconded the motion. All in favor, motion passed.

Trustee Mitchell called the meeting to order at 7:32 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

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

Edward O'Brien, President
Jane Klunk, Vice President
Kevin Owen

AUDIENCE TO VISITORS

Trustee Mitchell acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed correspondence as follows:

- A letter from Greg McCormick; Acting Deputy Director of the Office of Secretary of State regarding the Travel Control Act with a sample.
- A donation was received from Marian Village Resident Council.
- A donation was received from Mary Ponschke; Music & Movement with Mary.
- Several greeting cards were received from businesses including Mayor Yukich; Village of Homer Glen as well as other businesses/organizations.
- Several thank you notes were received from library customers.

APPROVAL OF MINUTES

Trustee Smith made a motion to accept the minutes of the November 28, 2016 Regular Library Board meeting. Trustee Bochenek 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 December 31, 2016.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of December 2016 & November 2016
- Petty Cash dated November 22, 2016 – January 18, 2017
- Transaction Detail dated January 1-23, 2017 & December 2016
- Deposit Detail dated Jan 1-23, 2017 & Dec 2016

Trustee Levine 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 Smith moved to transfer \$136,000 from Old Plank Trail Bank for January 2017 bills and February 2017 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek 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 strong usage indicators:

- 2016 statistics:
 - Program attendance increased 18%
 - Customer attendance increased 16%
 - Materials circulated increased 11%
 - There were 3,216 new library cardholders in the past 2 years
- We are looking into cost (and grant support) to add an automated external defibrillator
- Staff In-Service will be held Friday, Jan 27th. Trustees are welcome to attend.
- Homer Jr Woman's Club is sponsoring a Rock Garden Fundraiser. The library has sought design assistance from Beary Landscape
- Budget Review will be available next month
- Library interior walls are scheduled for paint touch ups
- New website is anticipated to be up in March – the content package is being completed

Trustee Smith asked if there are plans to restripe the parking lot. Director Kozel-La Ha noted it is on the spring Building and Grounds Plan and will be seeking costs this spring.

Assistant Director's Report

Assistant Director McCambridge noted that she has been busy working on the new website.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted the following:

- There is a Trustee vacancy on the RAILS board
- There will be a board meeting on Friday, Jan 27
- There has been discussion recommending the Coal Valley facility be put up for sale
- Talking Books Outlet Center operates under RAILS (formerly operated under state grant). There is discussion of ceasing operation after August 31, 2017

Director Kozel-La Ha noted that she is applying for a RAILS grant in partnership with Homer School District 33C for a 3D printer and other Makerspace tool, with programs.

COMMITTEE REPORTS

Finance/Budget

President O'Brien was not present to report.

Personnel

President O'Brien was not present to report.

Policy

Vice President Klunk was not present to report.

Legal

Trustee Smith had no new business to report.

Ratify December Financials

Trustee Smith moved to transfer \$145,000 from Old Plank Trail Bank for December 2016 bills and January 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.

Abatement Ordinance

Director Kozel-La Ha gave a short explanation of the bond abatement ordinance.

Trustee Smith made a motion to accept Ordinance 2016/17-3 abating the tax heretofore levied for the year 2016 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2012, of the Homer Township Public Library District, Will County, IL. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 8:08 pm Trustee Mitchell adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, February 27, 2017 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant