

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – July 24, 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
Cindy Bochenek
Kevin Owen

STAFF PRESENT

Sara McCambridge, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

STAFF EXCUSED

Sheree Kozel-La Ha, Executive Director

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

Assistant Director McCambridge reviewed the following correspondence:

- A \$750 corporate donation was made to the library on behalf of Lisa Tucci and Valassis Giving Committee.
- A letter was received from Ann Pieper of Kavanagh, Scully, Sedow, White & Frederick P.C. regarding a request for contribution for the nomination of Phil Lenzini for IL Library Luminary.
- A letter was received from Rachel Gilmore, Director of Marketing & Special Events with the IL Philharmonic Orchestra. We are invited to participate in the "Check-Out IPO" program. IPO provides 2 passes for six of the 2017/18 concerts valid for 2 adults and 3 students.
- A Thank You card was received from Sarah Aspel, Recreation Supervisor of Lockport Township Part District. The Homer Library Bookmobile participated in the annual Touch-a-Truck event.
- A Thank You card was received from the Homer Township Independence Day Parade Team for the Bookmobile's participation in this year's parade.
- A Thank You letter was received from patron Agata Stuczek regarding Youth Services Clerk Mia Sevik and the Polish Story time program.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the June 26, 2017 Regular Library Board meeting. Vice President Klunk seconded. 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 June 30, 2017.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of June 30, 2017
- Petty Cash dated July 7 – July 18, 2017
- Transaction Detail dated July 5 – July 24, 2017
- Deposit Detail dated June 27 – July 24, 2017

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 Mitchell moved to transfer \$100,000 from Old Plank Trail Bank for June 2017 bills and July 2017 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

President O'Brien thanked Assistant Director McCambridge for filling in during Director Kozel-La Ha's absence.

Assistant Director McCambridge noted the following:

- The IPLAR application has been received and we are in the process of completing statistics
- Many compliments have been received from staff and patrons regarding the new website
- Adult Services Manager Annen is the recipient of the 2017 ILA Reference Services Award. She was featured in an article in the Homer Horizon.
- Teen Services Coordinator Colby held a very popular Hamilton program which was featured in the Homer Horizon. She will hold a similar program this fall based on the Netflix series *Stranger Things*.

Assistant Director's Report

Assistant Director McCambridge provided a report in the trustee packet.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

NEW BUSINESS

Trustee Owen made a motion to donate \$100 from Homer Township Public Library for the Phil Lenzini IL Library Luminary nomination through the IL Library Association. Trustee Bochenek seconded the motion. All in favor, motion passed.

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 had no new business to report.

Other

There was a short discussion regarding the board vacancy. The process will continue.

ADJOURNMENT

At 7:53 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, August 28, 2017 at 7:30 pm with a Special Meeting starting at 7:00 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant