

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – June 26, 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
Kitty Mitchell, Treasurer
Phyllis Levine, Secretary
Cindy Bochenek

STAFF PRESENT

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

TRUSTEES ABSENT

Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

NEW BUSINESS

Trustee Oath of Office

President O'Brien swore in Trustees Cindy Bochenek and Phyllis Levine.

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.

Prevailing Wage Ordinance

Director Kozel-La Ha gave a brief explanation.

Vice President Klunk made a motion to adopt Ordinance #2016/17-5 Prevailing Wage Ordinance Homer Township Public Library District Will County IL for Fiscal Year July 1, 2017 to June 30, 2018. Trustee Bochenek seconded the motion. All in favor, motion passed.

Preparation Tentative Budget & Appropriation

Director Kozel-La Ha gave a brief explanation.

Vice President Klunk made a motion to adopt Resolution #2016/17-2 Fiscal Year July 1, 2017 thru June 30, 2018 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL approving preparation and making available a tentative budget and appropriation ordinance. Trustee Levine seconded the motion. All in favor, motion passed.

CORRESPONDENCE

There was a brief discussion regarding a resident email.

Vice President Klunk suggested distributing library lawn signs to patrons as a marketing idea.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the May 22, 2017 Regular Library Board meeting. Trustee Mitchell seconded. All in favor, motion passed.

TREASURER'S REPORT

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

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of May 31, 2017
- Petty Cash dated May 21 – June 24, 2017
- Transaction Detail dated May 23 – June 26, 2017
- Deposit Detail dated May 23 – June 26, 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 Levine moved to transfer \$140,000 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. 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:

- Trustee Day is October 12 at the ILA Annual Conference at the Tinley Park Convention Center
- On October 10th Adult Services Manager Annen will be recognized as recipient of the ILA 2017 Reference Services Award at the ILA Conference Award event.
- Teen Services Coordinator Colby submitted the winning grants for both the YALSA Dollar General \$1,000 Grant and Teen Top Ten Book Giveaway Award.
- We continue to post regularly on social media. Usage on Flickr is up 28% with 378,439 visitors.
- Tuesday, August 8 is the summer staff lunch. We will recognize Dianne Carroll for completing her Library Technical Assistant (LTA) degree.
- The Art Garden has been installed. Some expired plants will be replaced.
- An Art Garden Crowdfunding campaign has been set up by the Homer Glen Foundation with an initial \$3,000 donation. Donations will fund the garden design and landscaping.
- Michelle Bogdan was hired in the Youth Services department for summer help.
- Fall programs are actively being planned and scheduled. Health program (such as yoga, meditation, and cooking) along with computer training classes, remain popular.

Assistant Director's Report

Assistant Director McCambridge had nothing to report.

Other Reports

Additional Manager Reports are available in trustee packets.

UNFINISHED BUSINESS

President O'Brien noted that he, Director Kozel-La Ha, and Assistant Director McCambridge had met with the Village regarding the Village's proposed single entry from 151st Street to the Library and Village. It was noted that this proposal posed safety concerns and there were several drawbacks to change the library drive. There was a short discussion. The board was not in favor of changing the library entry.

ADJOURNMENT

At 8:03 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, July 24, 2017 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant