

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – March 27, 2017

President O'Brien called the meeting to order at 7:30 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Edward O'Brien, President
Jane Klunk, Vice President
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 ABSENT

Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

There was no new correspondence to report.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the February 27, 2017 Regular Library Board meeting. Trustee Smith 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 February 28, 2017.

Director Kozel-La Ha noted that the budget expenses are currently approximately \$202,000 less than at the same time last year.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of February 28, 2017
- Petty Cash dated March 1 - 21, 2017
- Transaction Detail dated March 1-29, 2017
- Deposit Detail dated Feb 28 – March 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 Smith moved to transfer \$145,000 from Old Plank Trail Bank for March 2017 bills and April 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 invited Youth Services Manager Olivieri to demonstrate some of the new tech products being created as part of the Makerspace grant in partnership with Homer Consolidated School District 33C.

Director Kozel-La Ha provided a report and noted the following:

- BMO Harris Bank is a sponsor for the Money Smart Week programs this April.
- We continue to seek grants and sponsorships for an AED. Homer Fire Chief has agreed to provide AED and CPR training to staff on site.
- New round tables (iPad stations) and stools are in place in the Kid Zone through a donation from Countryside Bank.
- Adjustments will be made to the Will County Tax extensions for the library IMRF and Social Security funds.
- The 3-year contract has expired with our current auditor. We are researching a new firm.
- P1 Governmental zoning was approved at the Village board meeting.
- Conference sheets are available in board packets for upcoming events.
 - It is recommended by ILA that Trustees attend 1 per year
 - Trustee Day will be held at ILA this October at the Tinley Park Convention Center
 - Legislative Day is scheduled for May 1st and 2nd in Washington DC
 - PLA will take place in 2018

Assistant Director's Report

Assistant Director McCambridge noted that all pictures and materials have been downloaded to the web designer. Library staff will be trained in early May to make updates. The website is projected to go live to the public mid-May.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith noted that RAILS continues to operate without a budget.

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 had no new business to report.

Non-Resident Fee

Director Kozel-La Ha requested approval to maintain the current non-resident fee of \$170. The board was in agreement.

Advocacy/National Library Legislative Day

An Advocacy Toolkit (The Importance and Purpose of Library Advocacy) information packet was available in board packets for review. Director Kozel-La Ha asked that she be advised if anyone plans to attend Legislative Day. Trustee Smith suggested phoning your state representatives to voice your support.

ADJOURNMENT

At 8:12 pm President O'Brien adjourned the meeting.

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

Respectfully submitted,

Patti Nakutis

Administrative Assistant