

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – May 22, 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
Kevin Owen
Brian Smith

STAFF PRESENT

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

TRUSTEES ABSENT

Cindy Bochenek
Phyllis Levine, Secretary

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

UNFINISHED BUSINESS

President O'Brien acknowledged Trustee Smith's 8 years of service as a Library Trustee.

NEW BUSINESS

Trustee Oath of Office

President O'Brien swore in Kathryn Mitchell.

Election of Officers

Phyllis Levine and Cindy Bochenek will be sworn in next month.

Board Officers/Committee Appointments

After discussion the following appointments were proposed:

Officers:

President: Ed O'Brien

VP: Jane Klunk

Treasurer: Kitty Mitchell

Secretary: Phyllis Levine

Committees:

Finance Trustee Mitchell; Chair
President O'Brien

Legal Trustee Owen; Chair
Director Kozel-La Ha

Personnel President O'Brien; Chair
Trustee Levine

Policy Vice President Klunk; Chair
Trustee Mitchell

System Liaison N/A

Appointment of Ethics Commission Members

President O'Brien proposed the following appointments:

Ethics	Trustee Bochenek 2-year
	Trustee Owen 1-year
	Trustee Mitchell 1-year

Vice President Klunk made a motion to confirm officers and committees as nominated. Trustee Owen seconded. All in favor, motion passed.

RAILS Representative Report

Trustee Smith noted the following:

- There is a RAILS Board meeting May 26, 2017
- IL Heartland and IL State Library currently working on a catalog overlay project to develop more choices for patrons

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.

Meeting Date Ordinance

There was a short discussion regarding upcoming board meeting dates.

Vice President Klunk made a motion to approve Ordinance 2016/17-4 Public Meetings Ordinance of the Homer Township Public Library District Will County, IL for fiscal year July 1, 2017 to June 30, 2018 that includes:

July 24, 2017	January 22, 2018
August 28, 2017	February 26, 2018
September 25, 2017	March 26, 2018
October 23, 2017	April 23, 2018
November 27, 2017	May 21, 2018
	June 25, 2018

Trustee Mitchell seconded the motion. All in favor, motion passed.

Early Closing – June 22, 2017

Director Kozel-La Ha noted that Highway Commissioner Mike DeVivo requested use of the library lot and parking for safety equipment staging during the Homer Fest 2017. The library would close at 5pm on Thursday, June 22nd to accommodate this request. There was a short discussion regarding insurance and liability. Director Kozel-La Ha to confirm coverage with Commissioner DeVivo.

Vice President Klunk made a motion to close @ 5pm on Thursday, June 22 for use of the parking lot for Homer Fest at the request of the Homer Township Highway Department. Trustee Mitchell seconded. All in favor, motion passed.

Trustee Smith departed the meeting at 7:56 pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A \$2000 sponsor check was received from Countryside Bank. They also sponsored the iPods and a new graphic in the Youth Services department.
- A \$670 check was received from the Homer Township Oak Arbor, of Gleaners Life Ins. Society as a Craft Show sponsor.
- An invitation was received from Matteson Library for Library Trustees and Elected Officials to attend a Meet 'n Greet on June 7, 2017.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the minutes of the April 24, 2017 Regular Library Board meeting. Trustee Mitchell seconded. All in favor, motion passed.

President O'Brien noted a change on the CLOSED Session minutes of April 24, 2017. Under *Trustees Present*, replace Mike Budde with Cindy Bochenek.

Vice President Klunk made a motion to accept the minutes of the April 24, 2017 CLOSED Session Library Board meeting with change noted. Trustee Owen 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 April 30, 2017.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of April 30, 2017
- Petty Cash dated May 1 – May 15, 2017
- Transaction Detail dated May 1 – May 24, 2017
- Deposit Detail dated April 25 – May 22, 2017

Vice President Klunk moved to approve bills and Petty Cash as stated. Trustee Owen seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Levine moved to transfer \$312,000 from Old Plank Trail Bank for May 2017 bills and June 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:

- The Art Garden landscaping is in place. Schroeder Landscaping is donating 2 tons of rock. Homer Glen Foundation pledged \$3000 and has set up a Go Fund Me page to help fund the garden, including professional sign. A portion of the double sided sign was donated by the sign company.
- There will be a Summer Reading Finale & Art Garden dedication/celebration on July 20th.
- The side road grading will have to be redone.
- Website is complete.
- Building and Grounds:
 - Several chairs/youth stools will go out for reupholstering
 - A used Laptop cart was purchased from another library
- 2 Audit proposals were received. We will be contracting with Hearne & Associates.
- We are operating a conservative budget; currently at 67%— an improved percentage from last year at this time.

- Staff schedules may be adjusted due to one staff member retiring and the library needs.
- Jane Tucker will again be joining the staff as temporary summer help.
- We may hire a part-time staff member for the Youth Services department; under review.
- Work continues on the budget and job description reviews.
- We are still planning to update the library outdoor information sign.

Assistant Director's Report

Assistant Director McCambridge noted that she continues to work on updates for the new website. The website went live May 8.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

ADJOURNMENT

At 8:23 pm President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, June 26, 2017 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Administrative Assistant