

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

President O'Brien called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Edward O'Brien, President
Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Eileen McCaffrey

Staff Present

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

Trustees Excused

Phyllis Levine, Secretary
Cindy Bochenek
Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A thank you note was received from library staff Linda Sumis in the passing of her mother.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the October 23, 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 October 31, 2017.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of October 31, 2017
- Petty Cash dated October 20 – November 21, 2017 totaling \$201.57
- Transaction Detail dated October 25 – November 27, 2017
- Deposit Detail dated October 24 – November 27, 2017

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

Vice President Klunk moved to transfer \$205,000 from Old Plank Trail Bank for November 2017 bills and December 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:

- A budget comparison sheet was made available. As we continue to pursue a conservative budget, assets are stable in comparison to the same time last year.
- A donor/fundraiser chart shows \$25,000+ in sponsorships this year which include the Craft Fair and Used Book Sale, both of which are held twice a year.
- The 35th Anniversary event was a success with more than 350 patrons attending.

- Director Kozel-La Ha and Assistant Director McCambridge viewed a webinar on Safety Security. This information will be shared for future staff training.
- New staff member Diane Matecki joins the Youth Services department.
- Trustee Facts File Chapter Review begins in the New Year. Trustees may choose a chapter to review.
- Community Giving Tree ends December 1st. We have surpassed our goal of 500 books.
- Collection of military cards will conclude December 1st.
- Library insurance saw a reduction of \$1500. It was verified that the policy includes Cyber and Terrorism coverage.
- Staff Appreciation dates are available in your packets.

Assistant Director's Report

Assistant Director McCambridge provided a report and noted the following:

- The ILLINET Interlibrary Loan has been filed with the State Library.

Other Manager's Reports

Additional Department/Manager Reports are available in trustee packets.

NEW BUSINESS

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.

Other

The draft Audit has been received. Accountant Dave Lennon and the Auditor John Williams will be present at the January meeting.

ADJOURNMENT

At 7:55 pm President O'Brien adjourned the meeting. The next regularly scheduled board meeting will be on Monday, January 27, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant