

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – October 23, 2017

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

ROLL CALL

Trustees Present

Edward O'Brien, President
Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Phyllis Levine, Secretary
Cindy Bochenek

Staff Present

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

Trustees Excused

Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff and Eileen McCaffrey.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A thank you note was received from Bob Feldman, owner of Nothing Bundt Cakes in Orland Park. The joint fundraiser at our fall Craft Fair, earned the library a portion of sales, approximately \$108.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the September 25, 2017 Regular Library Board meeting. Trustee Bochenek seconded. All in favor, motion passed.

Vice President Klunk made a motion to accept the minutes of the September 25, 2017 Special Library Board meeting. Trustee Levine seconded. All in favor, motion passed.

Vice President Klunk made a motion to accept the minutes of the September 25, 2017 CLOSED Library Board meeting. Trustee Levine seconded. All in favor, motion passed.

TREASURER'S REPORT

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of September 30, 2017.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of September 30, 2017
- Petty Cash dated September 25 – October 17, 2017 totaling \$70.22
- Transaction Detail dated September 28 – October 25, 2017
- Deposit Detail dated September 26 – October 25, 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.

Vice President Klunk moved to transfer \$112,000 from Old Plank Trail Bank for October 2017 bills and November 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:

- This year we celebrate our 4 year anniversary of the construction/expansion.
- Planning continues for the 35th Anniversary event to be held Tuesday, November 14th featuring a Magic Show, Harpist, refreshments from Kenootz Pizza and Nothing Bundt Cakes, and Kindle raffles and giveaways. We continue to solicit sponsors.
- Kindergarten tours are underway; approximately 17 classes will visit.
- In partnership with the Homer Glen Junior Woman's Club, we have created a Community Giving Tree. The goal is to collect 500 books for Guardian Angel Community Services.
- The Village of Homer Glen awarded the library the 2017 Community & Nature in Harmony award. The Director and staff were at the Village event and received the plaque and garden sign.
- The Village and the Homer Highway Department advised us that 151st Street will be closed next week for one day. The library will be accessible by Crème Road.
- Many quality educational classes and programs are scheduled this fall. The fall newsletter is available.
- A number of staff attended ILA Conference in Tinley Park. Reports are included in your packets.
- Long Range Planning continues.

Chris McCaffrey arrived at the meeting in public attendance.

Assistant Director's Report

Assistant Director McCambridge provided a report and noted the following:

- We received the IL Per Capita Grant application. We currently meet the required Safety Standards.
- Work continues for the upcoming Staff In-Service, 35th Anniversary event, and General Policy.

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.

Trustee Oath of Office

President O'Brien swore in Eileen McCaffrey, reciting the Oath of Office. The board welcomed Trustee McCaffrey.

ADJOURNMENT

At 7:57 pm President O'Brien adjourned the meeting. The next regularly scheduled board meeting will be on Monday, November 27, 2017 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

Homer Township Public Library

Regular Meeting

MinutesOCTFINAL

Board of Trustees

10/23/17