

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
SPECIAL Meeting – September 25, 2017

Vice President Klunk called the meeting to order at 7:03 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Phyllis Levine, Secretary
Cindy Bochenek
Kevin Owen

STAFF PRESENT

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

TRUSTEES EXCUSED

Edward O'Brien, President

STAFF EXCUSED

Sara McCambridge, Assistant Director

AUDIENCE TO VISITORS

Vice President Klunk acknowledged library staff.

NEW BUSINESS

Public Truth in Taxation Hearing

Vice President Klunk opened the floor for discussion. Director Kozel-La Ha provided a brief review.

ADJOURNMENT

Trustee Owen made a motion to adjourn the meeting at 7:24 p.m. Trustee Mitchell seconded. All in favor, motion passed.

Respectfully submitted,
Patti Nakutis
Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 25, 2017

Vice President Klunk called the meeting to order at 7:30 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Phyllis Levine, Secretary
Cindy Bochenek
Kevin Owen

STAFF PRESENT

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

TRUSTEES EXCUSED

Edward O'Brien, President

STAFF EXCUSED

Sara McCambridge, Assistant Director

AUDIENCE TO VISITORS

Vice President Klunk acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A \$3000 check from the Homer Glen Foundation as an Art Garden sponsor.
- A \$500 check from Homer Township Oak Arbor for a donor tree leaf.
- An invitation from Mayor Yukich at the Village of Homer Glen to receive the Nature in Harmony Award on September 27th for creating the Art Garden.
- A letter from Director Rosanna Barbaro-Flores of the State of IL Comptroller's office regarding a change in practice regarding local government audit reports.
- (7) Tax Petitions from the Will County Board of Review.
- A letter of acceptance from Eileen McCaffrey regarding the Library Trustee position.
- A thank you note was received from the Hollingsworth Family regarding the Youth 3D Printing class.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the August 28, 2017 Special Library Board meeting. Trustee Mitchell seconded. All in favor, motion passed. Trustee Owen and Bochenek abstained.

Trustee Levine made a motion to accept the minutes of the August 28, 2017 Regular Library Board meeting. Trustee Bochenek seconded. All in favor, motion passed. Trustee Owen abstained.

Trustee Levine made a motion to accept the minutes of the August 28, 2017 CLOSED Library Board meeting. Trustee Mitchell seconded. All in favor, motion passed. Trustee Owen and Bochenek abstained.

TREASURER'S REPORT

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

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances as of August 31, 2017
- Petty Cash dated September 1 – September 21, 2017 totaling \$60.71
- Transaction Detail dated August 31 – September 27, 2017
- Deposit Detail dated August 29 – September 25, 2017

Trustee Levine 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 Mitchell moved to transfer \$100,000 from Old Plank Trail Bank for August 2017 bills and September 2017 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Levine 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:

- Currently working on a \$15,000 Grant Letter of Intent in partnership with 2 other libraries.
- The Homer Glen Junior Woman's Club has partnered with the library to create the Community Giving Tree. The goal is to collect 500 books for a local shelter.
- Director Kozel-La Ha will be in attendance to accept the Nature in Harmony Award 2017 from the Village of Homer Glen on September 27th.
- The fall Arts & Crafts Fair is set for September 30th with 48 crafters/vendors and a sponsorship from Nothing Bundt Cakes.
- The ILA Conference will be held on October 10-12 at the Tinley Park Convention Center. Trustee Day is October 11th. Adult Services Manager Alex Annen will receive the Reference Service Award at the Award Luncheon on Tuesday, October 11th.
- There is a great variety of classes and programs planned for this fall.
- The audit has been completed.
- A 35th Anniversary celebration event is being planned for November 14th at 6pm.
- Kindergarten tours (17 classes) begin in October.
- A budget overview is available for your review.
- We issue on average 170 new patron cards each month.

Assistant Director's Report

Assistant Director McCambridge was not present to report.

Other Manager's Reports

Additional Manager Reports are available in trustee packets.

NEW BUSINESS

RAILS Representative Report

Nothing to report.

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President O'Brien was not present to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Owen had no new business to report.

Truth in Taxation Certificate

Board members made the required signatures.

Adopt Levy Ordinance FY 2017/18-02

Trustee Levine made a motion to approve Ordinance #2017/18-2 for the Levy and Assessment of taxes for the fiscal year beginning July 1, 2017 and ending June 30, 2018, of the Homer Township Public Library District, Will County, IL. This Ordinance shall take effect and be in full force and effect immediately on and after its approval, passage and posting as required by law. Adopted and approved on this 25th day of September, 2017 pursuant to a roll call vote. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE/CLOSED SESSION

At 7:52 pm Trustee Mitchell made a motion to go into CLOSED SESSION for the purpose of discussing Trustee ILCS 120/2 (c) (3). Trustee Levine seconded the motion. All in favor, motion passed.

At 7:58 pm the board came out of CLOSED SESSION.

Trustee Owen made a motion to appoint Eileen McCaffrey as Library Trustee. Trustee Bochenek seconded the motion. All in favor, motion passed.

McCaffrey will be sworn in at the October meeting.

ADJOURNMENT

At 8:00 pm Vice President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, October 23, 2017 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – September 25, 2017

TRUSTEES PRESENT

Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Phyllis Levine, Secretary
Cindy Bochenek
Kevin Owen

STAFF PRESENT

Sheree Kozel-La Ha, Executive Director

TRUSTEES EXCUSED

Edward O'Brien, President

CLOSED SESSION

At 7:52 pm Trustee Mitchell made a motion to go into CLOSED SESSION for the purpose of discussing Trustee ILCS 120/2 (c) (3).

ADJOURNMENT

At 7:58 pm the board came out of CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Administrative Assistant