

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – April 23, 2018

President O'Brien called the meeting to order at 7:34 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Dr. Phyllis Levine, Secretary
Cindy Bochenek
Dr. Eileen McCaffrey

Staff Present

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

Trustees Excused

Kitty Mitchell, Treasurer
Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter was received from IL State Librarian Jesse White awarding Homer Township Library the FY18 Grant – Shining Stars: Families Reading Together [\$4999].
- A letter was received from IL State Librarian Jesse White awarding Homer Township Library the FY18 IL Public Library Per Capita Grant [\$48,823].
- A letter was received from the ILA Reaching Forward Award Committee recognizing Becky Vallejo for her nomination for the 2018 Oberman-Rich Award.
- A letter was received from the ILA Reaching Forward Award Committee recognizing Dianne Carroll for her nomination for the 2018 Robert P. Doyle Award.
- A thank you card was received from YALSA President Sandra Hughes Hassell thanking Heather Colby for her work on the Henne Research Grant Jury and wishing her a Happy National Volunteer Week.
- A card was received from Library Trustee McCaffrey wishing staff a Happy National Library Week.
- A card was received from Founders Crossing Chapter wishing staff a Happy National Library Worker's Day.
- A thank you note was received from Circulation Clerk Linda Sumis.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the March 26, 2018 Regular Library Board meeting. Trustee Levine seconded. All in favor, motion passed.

TREASURER'S REPORT

Business Mgr. McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of March 31, 2018.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated March 31, 2018
- Petty Cash dated Mar 26 – Apr 17, 2018 totaling \$128.22
- Transaction Detail dated Mar 28, 2018 – Apr 25, 2018
- Deposit Detail dated Mar 28, 2018 – Apr 23, 2018

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 Levine moved to transfer \$111,000 from Old Plank Trail Bank for April 2018 bills and May 2018 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek 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:

- Sunday hours will conclude beginning Memorial Day weekend. Closing on Sundays from Memorial Day through Labor Day is a monthly cost savings of approximately \$6,200.
- 57% of the budget has been expended to date.
- Money Smart Week starts today with sponsor support from BMO Harris Bank and Countryside Bank.
- The spring Craft Fair is Sat., April 28. We are coordinating parking with the Township and Highway Dept.
- The Back to Books grant award will fund family literacy efforts this summer with new collections.
- The Per Capita funds for the 2016-17 year were received.
- The Eagle Scout Teddy Bear Project continues through the end of the month with much success. The current donation of 830 exceeds Alex W.'s initial goal of 600.
- One of our T1 lines through the Illinois Century Network (State of IL) will be sunset and we will be moving the data to our second T1 line. This will not impact our network in any manner.
- This month we recognize Assistant Director McCambridge for her work ethic and operational support. Administrative Assistant Nakutis was also noted for her support of administration and library initiatives.

Assistant Director's Report

Assistant Director McCambridge was not present to report.

Other Manager's Reports

Additional Department/Manager Reports are available in trustee packets.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell was not present 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 Facts File – Chapter 12 & 13

President O'Brien reviewed Chapter 12/Advocacy and Chapter 13/Public Relations. We are in compliance.

Other

There were questions regarding the use of the community meeting room, speakers, and meeting attendance.

ADJOURNMENT

At 8:10 pm President O'Brien adjourned the meeting. The next regularly scheduled board meeting will be on Monday, May 21, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant