

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**SPECIAL Meeting – August 27, 2018**

President O'Brien called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

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

**STAFF PRESENT**

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

**TRUSTEES ABSENT**

Kevin Owen

**AUDIENSCE TO VISITORS**

President O'Brien acknowledged library staff.

**NEW BUSINESS**

**Public Review of Budget & Appropriation 2018/19**

President O'Brien opened the floor for discussion. Director Kozel-La Ha provided a brief review.

**ADJOURNMENT**

At 7:25 pm Trustee Klunk made a motion to adjourn the meeting. Trustee Levine seconded. All in favor, motion passed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – August 27, 2018**

President O'Brien called the meeting to order at 7:33 pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

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

**Staff Present**

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

**TRUSTEES ABSENT**

Kevin Owen

**AUDIENCE TO VISITORS**

President O'Brien acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- The Per Capita check was received from the state of Illinois.
- A check was received from Lou Malnati's from a recent fundraiser.
- A thank you card was received from former library employee Linda Sumis regarding her retirement.
- A thank you card was received from a Bookmobile patron for her summer reading prize.

**APPROVAL OF MINUTES**

Trustee Levine made a motion to accept the minutes of the July 23, 2018 Regular Library Board meeting. Trustee Klunk seconded. All in favor, motion passed. President O'Brien abstained.

**TREASURER'S REPORT**

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

**Bills/Petty Cash**

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated July 31, 2018
- Transaction Detail dated July 23, 2018 – August 29, 2018
- Deposit Detail dated July 24, 2018 – August 29, 2018

Trustee Klunk moved to approve bills as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

**Transfer of Funds**

Trustee Mitchell moved to transfer \$139,000 from Old Plank Trail Bank for August 2018 bills and September 2018 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.

## **EXECUTIVE LIBRARIAN'S REPORT**

Director Kozel-La Ha provided the following recap:

- Copies of the fall programs pamphlets can be found in the board packets.
- Door and alarm codes will be changed in September.
- Copies of In-Service evaluations can be found in the board packets.
- New hires include Pam Rock, Racquel Ungaro, Danny Miller, Kim Lullo, and Alexis Langford.
- \$385.74 was raised through fundraising with City BBQ, Chipotle, and Lou Malnati's.
- \$2100 was raised through our August Used Book Sale compared to \$1810 in February.
- Shark bank winners can be viewed in the Youth Services display case.
- Carpet cleaning upholstery cleaning is scheduled to take place on several upcoming Fridays.
- More outdoor signage is being ordered to PR programs.
- The Youth Services desk is being reformatted.
- We are in discussion with an architect to install a door in the Teen area.
- "SLOW" wording will be painted near the parking lot walkways.
- Sunday hours begin September 9<sup>th</sup>.
- The Circulation report can be found in the board packets. 1,256 items are handled daily which equates to 104-157 items touched by staff per hour.

### **Assistant Director's Report**

Assistant Director McCambridge provided the following recap:

- The annual IPLAR report will be submitted this month.
- The ILLINET Inter-library Loan and Reciprocal Borrowing Statistical Survey was submitted to the state. This allows us to receive Per Capita funding.

### **Other Manager's Reports**

Business Manager McSweeney noted that on September 18<sup>th</sup> Trustee packets will be available for pick up at the library for the upcoming election.

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 noted that there will be a Personnel meeting at the library Tuesday, August 28<sup>th</sup> at 10am with Director Kozel-La Ha.

#### **Policy**

Vice President Klunk had no new business to report.

#### **Legal**

Trustee Owen was not present to report.

### **Budget & Appropriation Ordinance #2018/19-01**

Trustee Klunk made a motion to accept Ordinance #2018/19-1 fiscal year July 1, 2018 thru June 30, 2019 the Budget and Appropriation Ordinance of the Homer Township Public Library District Will County, IL. The following constitutes the Budget and Appropriation Ordinance for the Homer Township Public Library District, Will County, Illinois, for the fiscal year beginning July 1, 2018 and ending June 30, 2019, adopted by said Board of Library Trustees on August 27, 2018, after a public hearing.

That, to the extent permitted by law, all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficiency in any other item for which an appropriation is made by this ordinance. Passed by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, this 27<sup>th</sup> day of August, 2018. Approved this 27<sup>th</sup> day of August, 2018. Trustee Levine seconded. All in favor, motion passed.

**Resolution to Determine Funds 2018/19-01**

Director Kozel-La Ha provided a short explanation.

Trustee Levine made a motion to accept Resolution 2018/19-1 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, determining an amount of money necessary to be raised by taxation for the July 1, 2018 – June 30, 2019 fiscal year. Whereas, 35 ILCS 200/18-55 et seq. (The Truth in Taxation Act) provides that not less than twenty days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, exclusive of any portion of the levy attributable in the costs of conducting an election required by the General Election Law, estimated to be necessary to be raised by taxation for the year upon which the taxable property in its district; and Passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois, this 27<sup>th</sup> days of August 2018, by a vote. Trustee Klunk seconded. All in favor, motion passed.

**ADJOURNMENT**

At 7:54 pm President O'Brien adjourned the meeting. The next regularly scheduled Board Meeting will be on Monday, September 24, 2018 at 7:30 pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant