

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 26, 2018

Vice President Klunk called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, Vice President
Phyllis Levine, Secretary
Kitty Mitchell, Treasurer
Cindy Bochenek
Eileen McCaffrey

Staff Present

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

Trustees Excused

Dr. Edward O'Brien, President
Kevin Owen

AUDIENCE TO VISITORS

Vice President Klunk acknowledged library staff, and Steve Orlando; Candos Agency.

NEW BUSINESS

Health Insurance

Steve Orlando discussed health plan options and answered questions. No change was made to the current plan which is reviewed annually. Orlando departed the meeting.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- BMO Harris Bank came in as a sponsor with a donation of \$4,000.
- Countryside Bank came in as a sponsor with a donation of \$2,000.
- A thank you note was received from Mayor Yukich; Village of Homer Glen for Director Kozel-La Ha's attendance at the Stakeholder Forum.
- A thank you card was received from Audrey Manlez; Governor State University for the donation of children's books.
- (7) thank you notes were received from library staff for the Staff Appreciation Brunch.
- A thank you note was received from former Bookmobile staff member Linda Roe.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the January 22, 2018 Regular Library Board meeting. Trustee Bochenek seconded. All in favor, motion passed.

TREASURER'S REPORT

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

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated January 31, 2018
- Petty Cash dated Jan 29 – Feb 15, 2018 totaling \$99.84
- Transaction Detail dated Jan 22 – Feb 28, 2018
- Deposit Detail dated Jan 23 – Feb 28, 2018

Trustee Levine 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.

Trustee Mitchell moved to transfer \$151,000 from Old Plank Trail Bank for February 2018 bills and March 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.

DIRECTOR'S REPORT

Director Kozel-La Ha provided a report and noted the following:

- 45% of the budget has been expended at the 7 month mark.
- Sponsor contributions include Countryside and BMO Harris Bank.
- The Used Book Sale fundraiser netted an \$1810 profit.
- An Eagle Scout Teddy Bear "Comfort Fur Kids" Donation Drive will be held in April.
- The Library teen volunteers will participate in a spring/Easter card project for veterans and Meal on Wheels recipients.
- (2) donations were made for the Donor Tree.
- Chick incubation begins March 20th.
- The spring Craft Fair is scheduled for Saturday, April 28th.
- New PR includes "Message of the Month" cards with big events highlighted.
- The Waste Management contract was negotiated resulting in a savings.
- The Bookmobile currently has 51,000 miles.
- The automated Homer Library message for patrons is not customizable at this time.
- We are reviewing the options for a DVD convertor machine.

Assistant Director's Report

Assistant Director McCambridge had no new business to report.

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 was not present to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Owen was not present to report.

Trustee Facts File – Chapters 8 & 9

Director Kozel-La Ha reviewed the chapters. We are in compliance.

Health Insurance

There was a short discussion. The board was in agreement to remain with Blue Cross Blue Shield and continue to review the plan annually.

ADJOURNMENT

At 8:25 pm Trustee McCaffrey made a motion to adjourn. Trustee Levine seconded. All in favor, motion passed. The next regularly scheduled board meeting will be on Monday, March 26, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

Homer Township Public Library
Regular Meeting
MinutesFEBFINAL

Board of Trustees
2/26/18