

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 22, 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, Dave Lennon; Accountant from Senesac & Lennon, Ltd., and John Williams; Auditor from Hearne & Associates.

NEW BUSINESS

Audit Review – John Williams/Hearne & Assoc.

Auditor Williams provided a review of the following:

- Auditor Communication
- Management Letter
 - There was a short discussion regarding the method of accounting
- Annual Financial Report
 - There was a short discussion regarding IMRF funds

Auditor Williams departed at 7:58pm.

Accountant Dave Lennon/Senesac Assoc.

Accountant Lennon reviewed our current accounting format and did not recommend any changes. Accountant Lennon departed at 8:13pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A notice was received from Will County Clerk Nancy Schultz Vootz that the 2018 Statement of Economic Interest forms must be filed on-line.
- (2) Tax appeals were received.
- A letter was received from IL State Librarian Jesse White with a suggested reading list to be promoted thru 2018, "IL CLASSICS: A Bicentennial Reading List".
- A letter was received from Sue Burkholder; Inventory Liaison - IL State Library regarding the certification of a grant awarded tablet.
- A letter was received from Michal Gawlik, Grant Application Manager of IEEE regarding our recent grant application for Science Kits for Public Libraries. They are unable to fund our request.
- A thank you note was received from Trustee McCaffrey for the book donation in honor of her father.
- A letter of resignation was received from Bookmobile staff Linda Roe.
- Lending clerk Peggy Romano has accepted the Bookmobile position.
- The 2018 Literacy Effort Guide was received from Greg McCormick; Deputy Director – IL State Library
- (9) Holiday cards were received from area businesses and customers.

APPROVAL OF MINUTES

Trustee McCaffrey made a motion to accept the minutes of the November 27, 2017 Regular Library Board meeting. Trustee Mitchell seconded. All in favor, motion passed.

TREASURER'S REPORT

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

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated Dec 31, 2017 and Nov 30, 2017
- Petty Cash dated Jan 2 – Jan 15, 2018 totaling \$39.20 and Nov 24 – Dec 26, 2017 totaling \$178.74
- Transaction Detail dated Jan 1 – 22, 2018 and Nov 27 – Dec 31, 2017
- Deposit Detail dated Dec 19, 2017 – Jan 22, 2018 and Dec 2017

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 \$200,000 from Old Plank Trail Bank for January 2018 bills and February 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:

- A Library Trustee Forum will be held in Oak Brook on Feb 17 if any trustees are interested in attending.
- Statistics are included in the report.
- Upcoming classes and events are highlighted. Current brochures are also available in board packets.
- PLA is scheduled for Mar 20 in Philadelphia. 4 staff members and 1 trustee will be attendance.
- Bookmobile staff Linda Roe has tendered her resignation. Her last day will be Jan 31.
- An anti-harassment educational program is scheduled for managers on April 25.
- BMO Harris Bank is a 2018 sponsor for the winter/summer reading programs with a \$4000 donation.
- Santa has been booked for our Holiday Open House scheduled Sunday, Dec 9.
- The AED grant has been pended for 2018. We will continue to pursue other financial sources. Trustee Levine suggested ordering the same defibrillator that the Homer Fire Department has.
- Staff development day is tentatively scheduled for June 15 to accommodate staff.
- An invitation was received from Mayor Yukich to attend the Stakeholder's Meeting at Village hall.
- The Used Book Sale will take place Feb 1-5.
- 1000 Books Before Kindergarten is an on-going program.
- The parking lot will be restriped this spring.
- ComEd rates have been negotiated lower. Gas rates have been negotiated as well.

Assistant Director's Report

Assistant Director McCambridge provided a report and noted the following:

- The Annual Library Certification is the last of the reports currently due to the state.
- Working on 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 was not present to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Owen was not present to report.

Ratify December Financials

Trustee Levine made a motion to ratify the approval of the transfer of \$150,000 from Old Plank Trail Bank for December bills and January payroll, IMRF and withholding taxes. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Bond Abatement Ordinance

Trustee Levine made a motion to accept Ordinance #2017/18-3 abating the tax heretofore levied for the year 2017 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2012, of the Homer Township Public Library District, Will County, IL. Trustee Bochenek seconded. All in favor, motion passed.

Harassment Free Workplace Policy Adoption

Director Kozel-La Ha noted that the policy has been adjusted with changes. Trustee McCaffrey made a motion to approve the changes to the policy, effective Jan 15, 2018. Trustee Levine seconded the motion. All in favor, motion passed.

Trustee Facts File – Chapter 6 & 7 – Trustee McCaffrey

Trustee McCaffrey reviewed the chapters. We are in compliance.

Health Insurance Update

Director Kozel-La Ha received a letter from Steve Orlando regarding staff health insurance increases. He offered an alternative plan. There was a discussion. Director Kozel-La Ha will invite Orlando to attend the February meeting for further discussion.

Other

Trustee McCaffrey asked about the possibility of obtaining a VHS/CD converter for patron loan.

There was a discussion regarding the caller ID when receiving an automatic call for library materials. The ID does not say Homer Township Library. Director Kozel-La Ha will look into this.

Director Kozel-La Ha noted that conservative budget management continues.

ADJOURNMENT

At 9:15 pm Trustee Mitchell made a motion to adjourn. Trustee McCaffrey seconded. All in favor, motion passed. The next regularly scheduled board meeting will be on Monday, February 26, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

Homer Township Public Library

Regular Meeting

MinutesJANFINAL

Board of Trustees

1/22/18