

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – July 23, 2018

Vice President Klunk called the meeting to order at 7:33 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Dr. Phyllis Levine, Secretary
Cindy Bochenek (7:35pm)
Kevin Owen
Dr. Eileen McCaffrey

Staff Present

Sara McCambridge, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

Staff Excused

Sheree Kozel-La Ha, Executive Director

Trustees Excused

Dr. Edward O'Brien, President

AUDIENCE TO VISITORS

Vice President Klunk acknowledged library staff.

CORRESPONDENCE

Assistant Director McCambridge reviewed the following correspondence:

- A thank you letter was received from the Homer Township Event Committee for the Bookmobile's participation in the annual Homer Township parade.
- A thank you letter was received from Kathy Young of Homer Glen Jr Woman's Club for the library's participation in the Art Garden Tour.
- A thank you letter was received from Lockport Township Park District for the Bookmobile's participation in the annual Touch-a-Truck.
- A proposal letter was received from CPA Brian Gaspardo of O'Neill & Gaspardo LLC for audit/accounting services. We are currently contracted with Hearne & Associates.
- A thank you letter was received from Kim Farnsworth of YALSA. Teen Services Coordinator Heather Colby was part of the YA Services Mid-Career Stipend Proposal Taskforce.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the minutes of the June 25, 2018 Regular Library Board meeting. Trustee Levine seconded. All in favor, motion passed.

TREASURER'S REPORT

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of June 30, 2018.

Bills/Petty Cash

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated June 30, 2018
- Petty Cash dated July 7 – 19, 2018
- Transaction Detail dated June 26, 2018 – July 23, 2018
- Deposit Detail dated June 26, 2018 – July 23, 2018

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.

Transfer of Funds

Trustee Levine moved to transfer \$104,000 from Old Plank Trail Bank for July 2018 bills and August 2018 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Owen seconded the motion. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

Assistant Director McCambridge provided a recap of the Executive Director's report:

- The Summer Reading Finale Celebration was held last Wednesday with 260+ in attendance.
- The Appropriation is in the trustee packets. There will be a special 7pm meeting on August 27.
- The Used Book Sale will take place August 2nd through the 6th.
- Daniel Miller has been hired for a Page position.
- Record retention is under review. The petition has been filed and we are awaiting details.

Assistant Director's Report

Assistant Director McCambridge provided a report in the trustee packets.

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 had no new business to report.

Tentative Budget & Appropriation Ordinance #2018/19

The Tentative Budget & Appropriation Ordinance is available in trustee packets for review. Business Manager McSweeney will make the Ordinance available to the public. Notification of availability will be published in the Herald News.

ADJOURNMENT

At 7:55 pm Vice President Klunk adjourned the meeting. The next regularly scheduled Board Meeting will be on Monday, August 27, 2018 at 7:30 pm with a Special Meeting beginning at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant