

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – June 25, 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

**Staff Present**

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

**Trustees Excused**

Dr. Edward O'Brien, President  
Dr. Eileen McCaffrey

**AUDIENSCE TO VISITORS**

Vice President Klunk acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A letter of resignation was received from library staff Dianne Carroll.

**APPROVAL OF MINUTES**

Trustee Levine made a motion to accept the minutes of the May 21, 2018 Regular Library Board meeting. Trustee Owen seconded. All in favor, motion passed.

**TREASURER'S REPORT**

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

**Bills/Petty Cash**

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated May 31, 2018
- Petty Cash dated May 10 – June 20, 2018
- Transaction Detail dated May 23, 2018 – June 25, 2018
- Deposit Detail dated May 23, 2018 – June 25, 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.

**Transfer of Funds**

Trustee Mitchell moved to transfer \$151,000 from Old Plank Trail Bank for June 2018 bills and July 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 a report and noted the following:

- We are holding community fundraisers this summer with City BBQ, Chipotle, and Lou Malnati's.
- Staff in-service day was excellent. Popular sessions include Safety Training and Ask the Officer; 28 staff members attended along with two trustees.
- Green screen photos are an exciting new addition to the Summer Reading Challenge this year.

- New staff member Kimberly Lullo will begin in July at Circulation.
- We bid farewell to Circulation Clerk Dianne Carroll, who has worked here for 17 years.
- The Shark Bank Contest is back by popular demand.
- The Library continues to be very active on social media. We have 18,411 photos and videos on the library's photo site and they have been viewed by 463,715 online visitors.
- 2 Library staff members will be attending the LTHS 2022 Orientation 2-day event to promote Homer Library services and offer library cards to freshmen students.
- The Library remained open the evening of June 21<sup>st</sup> due to the fireworks cancellation.
- The Library will be closed July 3<sup>rd</sup> for parking lot maintenance.
- A quote to install a door to the teen room is being coordinated.

### **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 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.

### **Prevailing Wage Ordinance**

Trustee Owen made a motion to accept Ordinance #2017/18-5 Prevailing Wage Ordinance of the Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2018 to June 30, 2019 whereas, the Prevailing Wage Act (820 ILCS 130/1 et seq.) requires that the Library District and/or the Illinois Department of Labor investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of the Homer Township Public Library District, Will County, Illinois (the "Library District") employed in performing construction of public works, for the Library District. Trustee Bochenek seconded the motion. All in favor, motion passed.

### **Preparation Tentative Budget & Appropriation**

Trustee Owen made a motion to accept Resolution #2017/18-2 Fiscal Year July 1, 2018 thru June 30, 2019 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois approving preparation and making available a tentative budget and appropriation ordinance. Whereas, the Board of Library Trustees ("the Board") of the Homer Township Public Library District, Will County, Illinois ("the District") desires to prepare and make conveniently available to the public the District's Tentative Budget and Appropriation Ordinance for the Districts, fiscal year beginning July 1, 2018 and ending June 30, 2019. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Trustee Facts File – Chapters 2 & 3**

Trustee Mitchell reviewed Chapter 2 – Orientation of New Trustees. We are in compliance.  
Trustee Levine reviewed Chapter 3 – Board Organization. We are in compliance.

**ADJOURNMENT**

At 8:05 pm Vice President Klunk adjourned the meeting. The next regularly scheduled board meeting will be on Monday, July 23, 2018 at 7:30 pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant