

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

President O'Brien called the meeting to order at 7:35 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

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

Staff Present

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

Trustees Excused

Cindy Bochenek
Kevin Owen

Staff Excused

Sara McCambridge, Assistant Director

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- An invitation was received to participate in the 2018 Annual Garden Walk Fundraiser. The Library Art Garden would be 1 of 6 stopping points in the walk on June 16, 2018.
- A thank you card was received from Bookmobile staff member Peggy Romano for flowers due to her recent injury.
- A thank you letter was received from Jen Rubino; Founder and Executive Director of Cards for Hospitalized Kids. She is grateful for the cards they receive from the library teen program.
- A thank you card was received from Angelica; former staff of the cleaning company.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the February 26, 2018 Regular Library Board meeting. Trustee Levine 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 February 28, 2018.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated Feb 28, 2018
- Petty Cash dated Mar 2 – Mar 21, 2018 totaling \$49.73
- Transaction Detail dated Mar 1 – 28, 2018
- Deposit Detail dated Feb 27, 2018 – Mar 26, 2018

There was a short discussion.

Vice President Klunk 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.

Vice President Klunk moved to transfer \$100,000 from Old Plank Trail Bank for March 2018 bills and April 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:

- As of February 28, the budget is conservatively at 52%, at the eighth month mark.
- National Library Week is celebrated during April which includes Library Worker's Day, Bookmobile Day, and Advocacy Day.
- We are live streaming the chick hatch.
- The Craft Fair, in partnership with the Gleaners and library teens, will be held April 28th.
- Youth Services Manager Olivieri was selected to participate in Elevate Illinois Libraries Leadership Program in Springfield. We congratulate her.
- We will be participating in the Annual Garden Walk on June 16th, showcasing the library Art Garden.
- The Winter Reading Program was a success with many participants and quality programs.
- Public Library Association (PLA) Conference reports are available in the board packets.

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 had no new business to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Owen was not present to report.

Trustee Facts File – Chapters 10 & 11

Vice President Klunk reviewed Chapters 10 & 11 of the Trustee Facts File. We are in compliance. There was a short discussion.

Non-Resident Fee

The non-resident fee is \$170 with 11 cards currently issued.

Trustee Mitchell made a motion to keep the non-resident fee at \$170. Trustee Levine seconded. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 8:12 pm President O'Brien made a motion to adjourn. The next regularly scheduled board meeting will be on Monday, April 23, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant