

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – May 21, 2018

Vice President Klunk called the meeting to order at 7:35 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Dr. Phyllis Levine, Secretary
Cindy Bochenek
Kevin Owen

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
Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

Vice President Klunk acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- An email was received from Eagle Scout Alex Worachek in appreciation of the library's partnership regarding his stuffed animal drive. His initial goal was 300. He collected 1,818 stuffed animals.
- A \$4,999 check was received today for the Back to Books Family Literacy Grant.
- Staff member Linda Sumis submitted her letter of resignation effective June 12th.
- A letter was received from Federal Home Loan Bank of Chicago at the request of Old Plank Trail Bank for a Letter of Credit not to exceed \$4 million through May 3, 2019.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the April 23, 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 April 30, 2018.

Bills/Petty Cash

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated April 30, 2018
- Petty Cash dated Apr 19 – May 9, 2018 totaling \$74.98
- Transaction Detail dated Apr 25, 2018 – May 23, 2018
- Deposit Detail dated Apr 24, 2018 – May 23, 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 \$297,000 from Old Plank Trail Bank for May 2018 bills and June 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

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

- Circulation Manager Jody Studer is running for Administrative Council Tier 1 Representative.
- Business Manager McSweeney will be appointed Technical Services Tier 1 Representative.
- Standards and Trustee reviews continue. Chapters 1 and 14 will be reviewed this evening.
- ILA offers an advocacy website with access to current info/bills related to library advocacy.
- A conservative 63% of the working budget has been expended to date (10 months).
- Sunday hours will be pended for the summer, beginning May 27, 2018.
- We are once again partnering with State Rep. McDermed for our summer reading challenge.
- In-service staff development day planning continues.
- We are currently seeking donations for a bench in the Art Garden.
- Furniture adjustments were recently made to better accommodate patrons.
- A new Youth Services desk is on order.
- We are obtaining an estimate for a door addition to the Teen room.

Assistant Director's Report

Assistant Director McCambridge stated that PBS will be airing The Great American Read which celebrates the power of reading. Adult Services Manager Annen implemented a program around the event and displays publicizing the Great American Read are in place.

Other Manager's Reports

Additional Department/Manager Reports are available in trustee packets. Also all staff who attended Reaching Forward submitted reports to the Director and those are also included.

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.

Meeting Date Ordinance 2017/18-4

Trustee Owen made a motion to accept Ordinance #2017/18-4 Public Meeting Ordinance of the Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2018 to June 30, 2019 whereas pursuant to Section 30-50 of the Illinois Public Library District Act, the Board of Trustees of the Homer Township Public Library District is required to specify, by ordinance, the time, date and place of no less than five regular meetings of the Board each fiscal year; as listed in Section 2 from July 23, 2018 through June 24, 2019. Eleven board meeting dates were noted. Trustee Levine seconded the motion. All in favor, motion passed.

Ethics Appointments

Director Kozel-La Ha stated that Trustee Bochenek serves as Chair of the Ethics Committee until 2019. There are openings for both a 1-year term and a 2-year term. Trustee Mitchell can serve the 2-year term and Trustee Owen can serve the 1-year term. The board was in agreement.

PLA Conference Educational Reimbursement

Trustee Owen made a motion to approve Trustee Mitchell's expenses of \$1594.64 for attendance at the PLA Conference. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

June 21 Community Fest Event Early Closing

Trustee Owen made a motion to approve the closing of the library at 5pm on Thursday, June 21 for the purpose of housing emergency vehicles as needed, for Homer Fest at the request of the Highway Department. Trustee Mitchell seconded the motion. All in favor, motion passed.

There was a short discussion regarding insurance and liability. Director Kozel-La Ha to confirm coverage with Commissioner DeVivo.

Trustee Facts File – Chapter 1 & 14

Director Kozel-La Ha reviewed Chapter 1/Trustee Duties and Responsibilities and Chapter 14/Trustee Continuing Education. We are in compliance.

EXECUTIVE/CLOSED SESSION

Personnel 2(c)(1)

Trustee Levine made a motion to go into CLOSED SESSION at 8:16pm for the purpose of discussing personnel 2(c)(1). Trustee Bochenek seconded. All in favor, motion passed.

OPEN SESSION

Trustee Mitchell made a motion to return to OPEN SESSION at 8:50 pm. Trustee Levine seconded the motion. All in favor, motion passed.

Trustee Levine made a motion to approve staff increases as discussed in CLOSED SESSION (3.5% for staff at the discretion of the Director; 4% for the Director). Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Levine made a note to discuss salary matters with the Personnel Committee and Executive Director in the upcoming months.

ADJOURNMENT

At 8:51 pm Vice President Klunk adjourned the meeting. The next regularly scheduled board meeting will be on Monday, June 25, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant