

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

Vice President Klunk called the meeting to order at 7:32 pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**TRUSTEES PRESENT**

Jane Klunk, Vice President  
Kitty Mitchell, Treasurer  
Cindy Bochenek  
Kevin Owen  
Dr. Eileen McCaffrey (7:34 pm)

**STAFF PRESENT**

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

**TRUSTEES ABSENT**

Dr. Edward O'Brien, President  
Dr. Phyllis Levine, Secretary

**AUDIENCE TO VISITORS**

Vice President Klunk acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A letter from IL Secretary of State Jesse White with information regarding the IL Veteran's History Project
- A tax objection notification from Will County Clerk Nancy Schultz Voots
- An email from the IL Department of Labor regarding the Prevailing Wage rate
- A resignation letter from Bookmobile staff member Renee Jilek
- A letter from Jennifer Tammen of Ehlers & Associates, Inc. Their IL office will close effective December 31, 2018.
- A Thanksgiving card from Amalgamated Services, Inc.

**APPROVAL OF MINUTES**

Trustee Owen made a motion to accept the minutes of the October 22, 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 October 31, 2018.

**Bills/Petty Cash**

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated October 31, 2018
- Transaction Detail dated October 24 – November 26, 2018
- Deposit Detail dated October 25 – November 26, 2018
- Petty cash dated October 18 – November 20, 2018

Trustee McCaffrey moved to approve bills and petty cash as reported. Trustee Owen seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Owen moved to transfer \$204,000 from Old Plank Trail Bank for November 2018 bills and December 2018 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **EXECUTIVE LIBRARIAN'S REPORT**

Director Kozel-La Ha provided the following recap:

- We are tracking Hoopla usage, which usage has increased since last month.
- Library usage has increased 12%. Book circulation decreased 3%; online usage and eBooks may account for this change but visits have increased. Staff see approximately 37 visitors per hour.
- We are participating in the IL Veteran's History Project and Digital Public Library; both efforts that preserve history.
- November is Food for Fines month with donations going to an area food pantry.
- Holiday cards will be sent to the military this month.
- Library teen volunteers will be at the library on Thursday to assist the Homer Township Oak Arbor in packing holiday bags for Meals on Wheels recipients.
- The Horton policy review showed a cost reduction of \$1000 for 2019.
- The DVD collection averages 223 items checked out weekly, 32 daily.
- 1905 items were added to the collection this month.
- 400 people attended the Halloween event. The next event is our Seasonal Celebration on Sunday, December 9<sup>th</sup> at 3:30p.m.
- The new Youth Services Help Desk should be installed before year end.
- The Appreciation brunch is scheduled for February 24<sup>th</sup> at Ruffled Feathers.

### **Assistant Director's Report**

Assistant Director McCambridge provided the following recap:

- Currently working with Director Kozel-La Ha on the Per Capita Grant with a deadline of January 15, 2019.
- Working on record retention.
- The Building inspections are complete.

### **Other Manager's Reports**

Business Manager McSweeney had no new business to report.

Additional Department/Manager Reports are available in trustee packets.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell had no new business to report.

#### **Personnel**

Trustee Levine was not present to report.

#### **Policy**

Vice President Klunk had no new business to report.

#### **Legal**

Trustee Owen had no new business to report.

### **IL VETERANS HISTORY PROJECT**

See Director's Report.

**DIGITAL PUBLIC LIBRARY of AMERICA**

See Director's Report.

**OTHER**

It was suggested that we consider adding another Trustee and obtain authorization for their signature on checks. Director Kozel-La Ha will find out requirements from BMO Harris Bank.

**ADJOURNMENT**

At 8:03 pm Vice President Klunk made a motion to adjourn the meeting. There will not be a December meeting. The next regularly scheduled Board Meeting will be on Monday, January 28, 2019 at 7:30 pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant