

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – October 22, 2018

President O'Brien called the meeting to order at 7:32 pm, followed by the Pledge of Allegiance.

ROLL CALL

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Dr. Phyllis Levine, Secretary
Kevin Owen
Cindy Bochenek
Dr. Eileen McCaffrey

STAFF PRESENT

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

TRUSTEES ABSENT

Kitty Mitchell

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter was received from A. Augsburg, Training & Outreach Coordinator at Prairie Cat, outlining the benefits of membership.
- A thank you card was received from the family of Linda Murphy (volunteer).
- A thank you card was received from former employee Peggy Romano (retired).
- A thank you card was received from former employee Dianne Carroll (resigned).
- (8) Assessments were received from the Will County Board of Review.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the September 24, 2018 Special Library Board meeting. Trustee Owen seconded. All in favor, motion passed.

Trustee Levine made a motion to accept the minutes of the September 24, 2018 Regular Library Board meeting. Vice President Klunk seconded. All in favor, motion passed.

TREASURER'S REPORT

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

Bills/Petty Cash

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated September 30, 2018
- Transaction Detail dated September 26 – October 24, 2018
- Deposit Detail dated September 26 – October 24, 2018
- Petty cash dated September 14 – October 4, 2018

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

Transfer of Funds

Trustee Owen moved to transfer \$132,000 from Old Plank Trail Bank for October 2018 bills and November 2018 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Vice President Klunk 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 celebrate the 5 year anniversary of the self-funded library expansion and renovation.
- A Budget Overview is available for review.
 - Upcoming expenditures include a Youth Services Desk, ongoing Bookmobile maintenance, specialty programs/events, updated computers, and new on-line services.
- Customized date due receipts are now in place.
- Kindergarten tours for 400 students from multiple classes will be completed this month.
- Over 1200 people attended the fall Craft Fair. Up to 600 people visit the library daily.
- Conference reports are provided in the board packets.

Assistant Director's Report

Assistant Director McCambridge provided the following recap:

- Building inspections continue.
 - Fire alarm battery was changed.
 - Sprinkler system will be tested.
- The library is a polling place (Precinct 7) for the November 6 election.

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 was not present to report.

Personnel

Trustee Levine had no new business to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Owen had no new business to report.

ILA CONFERENCE REPORTS

Reports have been provided in the packets.

OTHER

President O'Brien inquired about the bond. Business Manager McSweeney stated that there are 10 years remaining. Director Kozel-La Ha will contact Accountant Dave Lennon to review the bond term. Long range expenses continue to be reviewed.

ADJOURNMENT

At 8:03 pm President O'Brien made a motion to adjourn the meeting. The next regularly scheduled Board Meeting will be on Monday, November 26, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant