

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
SPECIAL Meeting – September 24, 2018

Vice President Klunk called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Jane Klunk, Vice President
Kitty Mitchell, Treasurer
Dr. Phyllis Levine, Secretary
Kevin Owen (7:21)
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

Dr. Edward O'Brien, President
Cindy Bochenek

AUDIENSCE TO VISITORS

Vice President Klunk acknowledged library staff.

NEW BUSINESS

Public Truth in Taxation Hearing

Vice President Klunk opened the floor for discussion. Director Kozel-La Ha provided a brief review.

ADJOURNMENT

At 7:30 pm Trustee Levine made a motion to adjourn the meeting. Trustee Mitchell seconded. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 24, 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
Dr. Phyllis Levine, Secretary
Kevin Owen
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

Dr. Edward O'Brien, President
Cindy Bochenek

AUDIENSCE TO VISITORS

Vice President Klunk acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A Notice of Resignation was received from Bookmobile staff Peggy Romano effective October 11.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the August 27, 2018 Special Library Board meeting. Trustee McCaffrey seconded. All in favor, motion passed.

Trustee Levine made a motion to accept the minutes of the August 27, 2018 Regular Library Board meeting. Trustee Mitchell seconded. All in favor, motion passed.

TREASURER'S REPORT

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

Bills/Petty Cash

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated August 31, 2018
- Transaction Detail dated August 29, 2018 – September 26, 2018
- Deposit Detail dated August 28, 2018 – September 26, 2018
- Petty cash dated September 1-12, 2018 totaling \$31.50

Trustee Levine moved to approve bills 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 \$120,000 from Old Plank Trail Bank for September 2018 bills and October 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 the following recap:

- Bookmobile staff member Peggy Romano is retiring effective October 11.
- (16) Kindergarten tours with 300 students will take place at the library next month.
- Interior security codes have been updated. This is done periodically as a safety initiative.
- Carpet and upholstery cleaning is complete.
- A variety of quality fall programming is scheduled, including a Halloween party in partnership with the Township.
- The annual Holiday Open House with Santa is scheduled for December 9.
- The annual Preschool Round-Up will take place in January.
- We are partnering with the Homer Glen Junior Woman's Club for our Winter Reading Club with a Saturday author kick-off event.
- Homer Twp. Oak Arbor of Gleaners Life Insurance will host the Senior Harvest next month. Homer Library cooperates and collaborates in this community senior initiative.
- Teen After Hours is scheduled for October.
- New on line services (2) will launch October 1 – Hoopla and Mango Languages.
- Study room stats will be available next month.
- Utility savings are \$10,000/year. Director Kozel-La Ha is looking into a grant for LED lighting if they will function with our current smart Lutron systems. The savings would be substantial.
- The new Youth Services desk design is completed. It will be forthcoming this fall.

Assistant Director's Report

Assistant Director McCambridge provided the following recap:

- Simplex recently performed the annual smoke detector inspection.
- The fire extinguisher and sprinkler system inspection is upcoming.
- (3) computers at Lending will be getting new hard drives.

Other Manager's Reports

Business Manager McSweeney noted that candidate packets are available.

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 noted that wage adjustments have been made in accordance with a review of the salaries of neighboring libraries.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Owen had no new business to report.

Truth in Taxation Certificate

Trustee Levine made a motion to accept the Certificate of Compliance with Truth in Taxation. Trustee McCaffrey seconded. A roll call vote was taken. All in favor, motion passed.

Adopt Levy Ordinance #2018/19-2

Trustee Owen made a motion to accept Ordinance #2018/19-2 for the Levy and Assessment of taxes for the fiscal year beginning July 1, 2018 and ending June 30, 2019 of the Homer Township Public

Library District, Will County, IL. Be it ordained by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois: Section 1: That pursuant to authority vested in it by law, including the IL Public Library District Act of 1991, the Board of Trustees of the Homer Township Library, Will County, does hereby find, declare, and ordain that the total amount of appropriations required to be assessed, levied and collected from the tax levy of the current fiscal year, in order to meet and defray all the necessary expenses and liabilities of said Public Library District, including the General Corporate Library Fund, the IL Municipal Retirement Fund, the Social Security/Medicare Fund, the Liability/Insurance Fund, the Audit Fund, and the Alternate Bond Repayment Fund is \$2,691,700.

Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 8:10 pm Trustee Levine made a motion to adjourn the meeting. The next regularly scheduled Board Meeting will be on Monday, October 22, 2018 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant