

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 28, 2019

Vice President Klunk called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance. In absence of Secretary Levine, Trustee Klunk made a motion to appoint Trustee Bochenek as temporary secretary for tonight's meeting. Trustee Owen seconded the motion. All in favor, motion passed.

ROLL CALL

Trustees Present

Jane Klunk, Vice President
Kevin Owen
Cindy Bochenek
Eileen McCaffrey

Staff Present

Sheree Kozel-La Ha, Executive Director
Carol McSweeney, Business Manager

Trustees Excused

Dr. Edward O'Brien, President
Phyllis Levine, Secretary
Kitty Mitchell, Treasurer

Staff Excused

Sara McCambridge, Assistant Director
Patti Nakutis, Administrative Assistant

AUDIENCE TO VISITORS

Vice President Klunk acknowledged library staff, Dave Lennon; Accountant from Senesac & Lennon, Ltd., and John Williams; Auditor from Hearne & Associates.

NEW BUSINESS

Audit Review – John Williams/Hearne & Assoc.

Auditor Williams provided a review of the following:

- Auditor Communication
 - Accounting procedures & processes are all proper with no issues
- Annual Financial Report
 - The audit report highlights were discussed. There was a short discussion regarding IMRF funds and the levy adjustments made
 - The stable pension and positive financial results were mentioned

Auditor Williams departed at 7:59pm.

Accountant Dave Lennon/Senesac Assoc.

Accountant Lennon noted communication from the Director that S & P Global Ratings raised its long-term rating on the Library general obligation (GO) debt to 'AA' from 'AA-' and this was excellent news. Mr. Lennon overviewed our current accounting format and had no recommendation for changes.

- Basis of accounting undertaken
- Positive net position noted

Director Kozel-La Ha brought up the opportunity to consider reducing some of the bond amount in June 2020. A review with Accountant Lennon and PMA Financial Representative Bob Lewis is planned. A review of CD rates will be solicited. Accountant Lennon departed at 8:15pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- (9) Holiday cards were received from area businesses and customers (Village of Homer Glen Mayor, Trustees & Staff; Hearne & Associates; Old Plank Trail Bank; Representative McDermed; First Communications; Ms. Albuzz; Victorian Village; Warren Family; Yuka Family.
- Air Force Flight AB Oldendorf provided a letter thanking the library for sending the Flight 075 Crew holiday greeting cards with children's Hero Coloring Sheets as art of the library's Greetings to the Military program.

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- AB Chandler Johnson of Air Force Base 331 TRS provided a letter thanking the library for sending their Flight Crew holiday greeting cards with children's Hero Coloring Sheets as part of the library's Greetings to the Military program.
- Retired employee Cheryl Mizera sent holiday greetings from Buckeye, Arizona.
- The Carlson family sent the library a check for a Donor Tree leaf.
- A Holiday card with a donation of \$250 was received from the Yuska Family.
- Marian Village Resident Council Board sent a letter thanking the library for services along with a donation of \$300.00.

APPROVAL OF MINUTES

Trustee Owen made a motion to accept the minutes of the November 26, 2018 Regular Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

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

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated Nov. 30, 2018 and Dec. 31, 2018
- Petty Cash dated Nov. 20, 2018 - Jan 1, 2019
- Transaction Detail dated Nov 27 – Dec 31, 2018 and Jan 1 – 30, 2019
- Deposit Detail dated Nov. 30- Dec. 31, 2018 – Jan. 1-30, 2019

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

Trustee McCaffrey moved to transfer \$145,000 from Old Plank Trail Bank for January 2019 bills and February 2019 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Ratify December Financials

Trustee Owen made a motion to ratify the approval of the transfer of \$150,000 from Old Plank Trail Bank for December bills and January payroll, IMRF and withholding taxes. Trustee McCaffrey 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:

- Statistics highlight a 12% increase in visitor traffic. Other reports and statistics are included.
- Upcoming classes and events are highlighted. Current brochures are available in board packets.
- ALA is scheduled for June 20-25 in Washington, DC. ILA is in October. Reaching Forward is at the Rosemont Convention Center on May 3rd.
- BMO Harris Bank is a 2019 sponsor for the library reading programs with a \$4000 donation.
- The AED grant was pending for 2019. Plans to purchase the unit with training to follow are underway.
- Staff development day is tentatively scheduled for June 14 to provide safety training for staff.
- An Energy Grant of \$11,000 to move to LED bulb use is in the works.
- The Used Book Sale will take place Feb 21-25.
- Staff members Colby & Vallejo have been nominated for ILA Awards.
- An Eagle Scout partnership may bring forward our 2nd Little Free Library.
- After Proctoring Review, a non-resident fee of \$10 per test is in place.
- We welcome new hires Hannah Bogdan and Bridie O'Connor.

- Due to weather the library's bookmobile service was pended this week.
- A chart was presented with extreme weather closings and the policy was reviewed by the board.
- HOOPLA statistics show growing use and spending to date (Oct.-Dec.) is ¼ of annual budget.
- The bookmobile service review to examine costs for a new bus will be forthcoming.
- The YS desk will be installed in February.

Other Manager's Reports

Additional Department/Manager Reports are available in trustee packets.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell was not present 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.

Health Insurance Update

Director Kozel-La Ha reviewed communication from Representative Steve Orlando regarding a nominal 2% health plan increase. There was a brief discussion and consensus to remain with BCBS.

Bond Abatement Ordinance

Trustee Bochenek made a motion to accept Ordinance #2018/19-3 abating the tax heretofore levied for the year 2018 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2012, of the Homer Township Public Library District, Will County, IL. Trustee McCaffrey seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 9:01 pm Trustee Klunk adjourned the meeting. The next regularly scheduled board meeting will be on Monday, February 25, 2019 at 7:30 pm.

Respectfully submitted,

Sheree Kozel-La Ha

Executive Director