

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – July 27, 2020

President Klunk called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Dahlstand, Vice President
Kitty Mitchell, Treasurer
Dr. Rita Woods (7:07pm)
Clare Lund

Staff Present

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

Trustees Excused

Cindy Bochenek, Secretary
Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

President Klunk acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter of resignation was received from YS Clerk Barb Malone effective Aug 8
- An email was received from Donna Kalwat of the Will County Reading Council offering a donated Little Free Library
- (6) staff Thank you cards were received from staff for the boards continued support
- (4) Tax appeals were received from the Will County Board of Review
- (3) emails were received from patrons thanking us for continued service
- A Thank-you card was received from Administrative Assistant Patti Nakutis regarding sympathy in the passing of her mother.

APPROVAL OF MINUTES

Trustee Dahlstand made a motion to accept the minutes of the June 22, 2020 Regular Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

Trustee Dahlstand made a motion to accept the minutes of the June 22, 2020 CLOSED Session Library Board meeting. Trustee Lund seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Bills / Petty Cash

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of June 30, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated June 30, 2020
- Transaction Detail dated July 1-29, 2020
- Deposit Detail dated June 24-July 27, 2020
- Petty cash from July 1-24, dated July 27, 2020 (amended date May 27 to July 27, 2020)

Trustee Dahlstand made a motion to accept the bills and petty cash from June 24 through July 29, 2020 as stated. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund moved to transfer \$175,000 for July bills and August 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 Director's Report dated July 27, 2020 and detailed how services have pivoted during this pandemic to provide Curbside Services as well as more database, programs and e-resources to community members. A sampling includes:

- Youth Services
 - "Crafternoons" & Science program done digitally as well as Math Club, [LIVE] Story Time, online workshops, and programs including Virtual Escape Room, Art workshops, and Fearless Journaling. Make and take crafts are via curbside.
- Adult Services
 - Providing free Make 'n Take crafts for the Tuesday/Thursday give-away
 - Zoom classes including computer, cooking, ukulele and more
- Teens
 - 203 Teen volunteers earned 1,286 service hours (many virtually) similar to the number achieved last year, which was 1,365.
 - Craft giveaways and virtual programs/kits including Hamilton week, etc.
- Bookmobile
 - Staff completed 93 hours of training
 - Working on theme kits and Story Time kits
 - Developing a tentative Grab 'n Go bookmobile schedule

Curbside Pickup

- An additional day, Friday, was added as a pickup day to the schedule
- We added Copy and Printed Document Services (first 20 copies are free).
- Tuesday/Thursday each week the library provides free book and craft giveaways
- We fill approximately 3 tables each pickup day with approximately 75 bags per table
 - Many positive comments from patrons regarding curbside pickup
 - There are approximately 450 items circulating daily/may add newspapers

Other

- Director noted a sampling of the staff daily work tasks detailed within her report
- As noted in correspondence, YS clerk Malone is resigning
- We are finishing strong at 84% of the fiscal year budget for expenditures
- REALM Project is conducting tests to determine how long the virus stays on materials. New studies show that library items should be quarantined for 4 days, not 3. We adjusted to meet this quarantine recommendation.
- Staff In-Service (remote) was well received – survey results in board packet
- 4,669 checked out items were returned this month, placed into quarantine, then checked in and shelved. 2,838 items were circulated via Curbside.
- Old Plank Trail Bank (formerly Countryside) will fund a Scholastic educational database to assist in remote learning for community members that homeschool or do remote education.
- There were 960 attendees at virtual programs this month
- As we monitor the Will County Health Department web site, it shows an increase in positive results for COVID-19.
- Currently we do not have sufficient PPE to allow walk-in visitors:
-

- We have ordered Covid related signs and acrylic guards
- We have 10,000 gloves on hand
- We have 10,000 masks on hand
- We do not have enough sanitizer – this is on backorder. We did receive (2) freestanding hand sanitizers, but not enough product.
- Members of staff have expressed concern regarding opening for walk-in visitors. There was a short discussion about the benefits of Curbside Service. The board approved to continue with Curbside Pickup services and virtual programs only. The board expressed their gratitude to staff for their excellent work.

Other Manager's Reports

Reports are available in Trustee packets from Circulation, Adult Services, Teen Services, Youth Services, and the Bookmobile.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President Klunk had no new business to report.

Policy

Trustee Lund had no new business to report.

Legal

Trustee Woods had no new business to report.

Tentative Budget & Appropriation Ordinance #2020/21-1

There was a short discussion. This Ordinance will be approved at a Special 6:30pm meeting on August 24, 2020.

Bond Re-funding Wire Transfer from Old Plank Trail Bank

The new bond will result in an \$87,000 savings for the District. An additional \$50,000 will be allocated to pay down the bond principal before the re-financing is completed.

Trustee Dahlstand made a motion to approve the wire transfer of \$50,000 from Old Plank Trail Bank to Amalgamated Bank for payment on the bond principal. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 7:45pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, August 24, 2020 at 7pm with a Special Meeting beginning at 6:30pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant