

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – April 22, 2024

Vice President Dahlstrand called the meeting to order at 7:03pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President (*via Zoom*)
Dr. Phyllis Dahlstrand, Vice President
Jane Klunk
Dr. Rita Woods
Clare Lund
Julie Heuckstaedt

Staff Present

Alex Annen, Executive Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

Trustees Excused

Kitty Mitchell, Treasurer

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff, a visitor, and welcomed new Trustee Hueckstaedt.

PUBLIC COMMENT

Visitor Dan Kenney gave a brief introduction and expressed his interest in serving the community.

CORRESPONDENCE

Director Annen reviewed the following correspondence:

- A *Thank You* card was received from former Director Kozel-La Ha.
- Several Craft Fair Comment Cards were received and shared with the board.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the March 18, 2024 Regular Session Library Board meeting. Trustee Klunk 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 March 31, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated March 31, 2024
- Transaction Detail dated March 21 – April 22, 2024
- Deposit Detail dated March 19 – April 22, 2024

Trustee Klunk moved to approve bills and deposits dated March 19-April 22, 2024 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund moved to approve \$347,000 to pay April bills and May payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees.

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

EXECUTIVE LIBRARIAN'S REPORT

Director Annen recapped her Director's Report:

- The library handed out 1,409 eclipse glasses
- The Spring Craft Fair was sponsored in part by Gleaners Homer Township Oak Arbor for Make 'N Take and PR. 1,022 attended and we netted nearly \$3,000 from fundraisers. September 14 is the Fall Craft Fair.
- The Gleaners Homer Township Oak Arbor is sponsoring our AARP Safe Driving 2-day program. They pay half the fee and provide breakfast and lunch.
- Blood Drive is May 6 from 3-7
- Teen Summer Reading volunteer registration begins May 13
- A new Programming publication is being offered free of charge through Orland Park/Homer Glen Neighbors Magazine.
- A Freedom of Information Guide is now available in the foyer and public copy room.
- Department reports are included in board packets
- All Staff In-Service day is scheduled for Friday, June 7
- We will begin manager training regarding the Local Retention Act
- I will be applying for Director training starting in July through ILA
- The Veterans Memorial Fountain is now on for the season and will be set to run from 8:30am-8pm
- Booth tables have been replaced in Youth Services
- Wheels are being added to Youth Services crayon tables
- Bubble wall is installed and sponsored in part by Homer Awareness Committee and Homer Cares
- The library has a significant quantity of light fixtures running on an older Lutron system. The Lutron system has become outdated and the ballasts are no longer made. We plan to take advantage of the ComEd incentive program currently being offered.

Other Manager's Reports

Other 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 was not present to report.

Personnel

Trustee Klunk had no new business to report.

Policy

Trustee Klunk had no new business to report.

Legal

Trustee Woods had no new business to report.

Trustee Position

Trustee Klunk gave a brief speech.

Trustee Lund made a motion to accept Trustee Klunk's resignation. Trustee Woods seconded the motion. All in favor, motion passed.

Trustee Klunk made a motion to appoint Dan Kenney to the position of Library Board Trustee. Trustee Lund seconded the motion. All in favor, motion passed.

Trustee Woods made a motion to appoint Trustee Hueckstaedt to the Ethics Committee effective April 23. Trustee Lund seconded the motion. All in favor, motion passed.

The appointment for Finance Committee member was tabled until May.

Library Banking Accounts

Old Plank Trail/Wintrust

Trustee Klunk made a motion to appoint President McCaffrey on the Old Plank Trail Community Bank account (replacing herself – Trustee Klunk). Trustee Woods seconded. All in favor, motion passed.

BMO

Trustee Klunk made a motion to appoint Trustee Lund and President McCaffrey as check signers for bills and payroll on the BMO account (replacing Cindy and Jane). Trustee Woods seconded. All in favor, motion passed.

Approval of Meeting Date Ordinance 2023/24-4

There was a short discussion.

Trustee Klunk made a motion to approve Public Meetings Ordinance 2023/24-4 of the Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2024 to June 30, 2025 with the change of March 24, 2025 to March 31, 2025. Trustee Lund seconded the motion. All in favor, motion passed.

June 27 Community Fest Event

There was a short discussion.

Trustee Woods made a motion to approve an early library closing of 4pm on June 27 for the safety and support of HomerFest. Trustee Klunk seconded. All in favor, motion passed.

ADJOURNMENT

At 7:49pm Trustee Lund made a motion to adjourn. Trustee Klunk seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, May 20, 2024 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant