

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Meeting – August 26, 2024

President McCaffrey called the meeting to order at 7:05pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President
Kitty Mitchell, Treasurer
Clare Lund, Secretary
Dr. Rita Woods
Dan Kenney
Julie Hueckstaedt

Staff Present

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

Trustees Excused

Dr. Phyllis Dahlstrand, Vice President

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

PUBLIC COMMENT

No public comment.

NEW BUSINESS

Public Review of Budget & Appropriation 2024/25-1

Budget and Appropriation 2024/25-1 was available for review.
Director Annen gave a brief overview.

At 7:29pm Trustee Kenney made a motion to adjourn. Trustee Mitchell seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – August 26, 2024

President McCaffrey called the meeting to order at 7:29pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President
Kitty Mitchell, Treasurer
Clare Lund, Secretary
Dr. Rita Woods
Dan Kenney
Julie Hueckstaedt

Staff Present

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

Trustees Excused

Dr. Phyllis Dahlstrand, Vice President

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Annen reviewed the following correspondence:

- An email from the Village of Homer Glen notifying local entities regarding a zoning application that was received.
- A Thank You card was received from *Cards for Hospitalized Kids* for cards made by Homer Library Teen volunteers.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the July 22, 2024 Regular Session Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Bills

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of July 31, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated July 31, 2024
- Transaction Detail dated August 1 - 26, 2024
- Deposit Detail dated July 23 – August 26, 2024

Trustee Woods made a motion to approve bills dated August 1 – 26, 2024 and Financial Statements as stated. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Woods made a motion to approve \$100,000 to pay August bills and September payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

- Director Annen discussed past and upcoming programming, including the Used Book Sale, Culvers Youth Reading Program, Summer Reading stats, Craft Swap, and Teen Volunteers. The Fall Craft Fair is scheduled for Saturday, September 14 and the last Blood Drive of the year is in October.
- An update was given on the new Bookmobile development.
- Secretary's Audit will be approved at this evening's meeting – Trustees will be appointed at the September meeting. Trustee Mitchell and Trustee Woods signed the required paperwork.
- Audit will be taking place September 17.
- There was a discussion on medical items that the library should consider acquiring, including Narcan and epi-pens.
- Sunday hours resume after Labor Day.
- Library will be closed for Village Back to School parade.
- Senior Lifestyle Expo – Bookmobile will be there plus an unmanned table.
- The draft Capital Repair Study is available in Board packets.
- New IL State Library databases available.
- Director Annen, Assistant Adult Service Manager Vallejo, and Circulation Lead Snidanko will be attending the ILA Conference in Peoria this October.
- Director Annen attended Director's University.

Other Manager's Reports

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

UNFINISHED BUSINESS

President McCaffrey stated that there was no unfinished business to report.

NEW BUSINESS

A. Committee Reports

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President McCaffrey had no new business to report.

Policy

Trustee Lund had no new business to report.

Legal

Trustee Woods had no new business to report.

Ethics

Trustee Mitchell had no new business to report.

B. Legislation

Director Annen stated there was no new legislation to discuss.

C. Budget & Appropriation Ordinance 2024/25-1

Trustee Lund made a motion to approve Ordinance 2024/25-1 Annual Budget and Appropriation Ordinance for the fiscal year beginning the 1st day of July, 2024 and ending the 30th day of June, 2025. Passed by the Board of Library Trustees of the Homer Township Public Library District and approved by the President thereof this 26th day of August, 2024. Trustee Woods seconded. All in favor, motion passed.

D. Resolution to Determine Funds 2024/25-1

Trustee Woods made a motion to approve Resolution 2024/25-1 of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, determining an amount of money necessary to be raised by taxation for the July 1, 2024-June 30, 2025 fiscal year. This Resolution passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois, this 26th day of August, 2024. Trustee Mitchell seconded. All in favor, motion passed.

E. Secretary's Audit

Trustee Woods made a motion to certify that we have examined the Secretary's minutes and other documents for the past year and find they are in order and have no errors or discrepancies for 2023/24. Trustee Hueckstaedt seconded. All in favor, motion passed.

F. IL Public Library Annual Report (IPLAR)

The IPLAR Report was made available in the board packet. President McCaffrey's email was corrected on the report. IPLAR is due August 31, 2024. President McCaffrey and Secretary Lund signed the report .

G. General Election November 5, 2024

Trustee Kenney made a motion to close the Library for services on Tuesday, November 5, 2024 for the purpose of serving only as a double polling place for the General Election. Trustee Woods seconded. All in favor, motion passed.

H. Standards for Illinois Public Libraries – Chapters 6, 7 & 8

Director Annen provided a review of Chapter 6 (Safety), Chapter 7 (Collection Management), and Chapter 8 (System Member Responsibilities and Resource Sharing). There was a brief discussion.

Director Annen will review Chapters 9 & 10 for the September meeting.

At 8:34pm Trustee Woods made a motion to adjourn. Trustee Lund seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant