

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

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

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President
Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Clare Lund, Secretary
Dan Kenney
Julie Hueckstaedt

Staff Present

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

Trustees Excused

Dr. Rita Woods

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Annen reviewed the following correspondence:

- (2) Thank You cards
- Annual Per Grant check received
- Resignation letter from Tech Services Clerk Sandy Tedder - her last day will be August 28, 2024.
- A letter/map from Dan Waddick; Events Coordinator at the Village of Homer Glen regarding their *Back to School Village of Homer Glen Parade* requesting that the library open late on Saturday, August 31, 2024.
- A letter from David Lennon; CPA of Senesac & Lennon regarding our CPA Michael Eulitz. Michael is leaving the firm and Lennon is recommending that we transfer services to the new firm - Filotto Professional Services in Joliet.

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the June 24, 2024 Regular Session Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

There was a brief discussion. Trustee Dahlstrand made a motion to accept the minutes of the June 24, 2024 CLOSED SESSION Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

All copies of the CLOSED SESSION minutes were passed to Director Annen.

TREASURER'S REPORT

Bills

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of June 30, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated June 30, 2024
- Transaction Detail dated June 27 - July 24, 2024
- Deposit Detail dated June 25 – July 22, 2024

Trustee Lund made a motion to approve bills dated June 27 – July 24, 2024 as stated. Trustee Hueckstaedt seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund made a motion to approve \$150,000 to pay 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 Annen discussed adding Disc Golf and Pickleball sets for check-out.

A brief budget review was given including the Chipotle fundraiser.

Summer Reading "Go for the Gold" just concluded. Upcoming programs include the Used Book Sale Aug 2-6, and Winter Reading "Read Gnome Matter What!"

IPLAR report is due September 1, 2024. Business Manager McSweeney is working on a Fixed Asset report.

The Tentative Budget & Appropriation Ordinance will be reviewed this evening. There will be a Special Meeting next month at 6:30pm prior to the board meeting.

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 and Trustee Dahlstrand noted some changes to the CLOSED SESSION minutes master form. Forms will be printed out for next month.

NEW BUSINESS

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 was not present to report.

Ethics

Trustee Mitchell had no new business to report.

Legislation

Director Annen stated there was no new legislation to discuss.

Library Banking BMO

Trustee Dahlstrand made a motion to approve adding Trustee Heuckstaedt as a check signer at BMO Bank for Library payroll and bills. Trustee Mitchell seconded. All in favor, motion passed.

Labor Day Weekend / Back to School Homer Glen Community Parade

There was a short discussion.

Trustee Lund made a motion to approve a delayed opening of 12:00pm on Saturday, August 31, 2024 to accommodate the Village of Homer Glen Community Parade. Trustee Mitchell seconded. All in favor, motion passed.

Tentative Budget & Appropriation Ordinance

The board reviewed and discussed the Tentative Budget & Appropriation Ordinance. There will be a special meeting at 6:30pm on August 26, 2024.

Standards for Illinois Public Libraries – Chapters 4 & 5

Trustee Dahlstrand provided a review of Chapter 5 (Building Infrastructure and Maintenance). There was a brief discussion. Director Annen will review Chapters 6 (Safety), 7 (Collection Management) & 8 (System Member Responsibilities and Resource Sharing) for the August meeting.

Other

Trustee Dahlstrand reviewed Chapter 6 regarding Safety. There was a discussion regarding the availability of Narcan in the Micro Pantry.

At 8:53pm Trustee Kenney made a motion to adjourn. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant