

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 24, 2024

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

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President
Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Dr. Rita Woods
Dan Kenney
Julie Hueckstaedt

Staff Present

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

Trustees Excused

Clare Lund, Secretary

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Annen reviewed the following correspondence:

- (2) Thank You cards
- An email from Taylor Udarbe; Village of Homer Glen regarding a zoning application
- (2) Tax exempt applications from Will County Board of Review
- A letter from State Librarian Alexi Giannoulis; Secretary of State regarding the Per Capita Grant
- A letter from Jesus Barajas; J&J Estates - effective July 1, 2024, monthly [Bookmobile] garage rental will increase by \$200 per month

President McCaffrey appointed Trustee Dahlstrand as Acting Secretary for June 24, 2024 - all in favor.

APPROVAL OF MINUTES

Trustee Kenney made a motion to accept the minutes of the May 20, 2024 Regular Session Library Board meeting. Trustee Hueckstaedt 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 May 31, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated May 31, 2024
- Transaction Detail dated May 21 – June 26, 2024
- Deposit Detail dated May 21 – June 24, 2024

Trustee Dahlstrand moved to approve bills dated May 21 – June 26, 2024 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Woods moved to approve \$275,000 to pay June bills and July payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

Director Annen discussed upcoming programming and sponsors.

An update was given regarding the bookmobile planning stages.

The library was closed on June 7 for staff training and will close early on Thursday, June 27 for HomerFest fireworks.

Staff continues annual training and Director Annen was accepted to the Director's University.

An update regarding next year's e-resources was given.

A brief building update was given.

There was a discussion regarding online accessibility.

Other Manager's Reports

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

NEW BUSINESS

President McCaffrey stated that a check signer is needed for the BMO account. Trustee Hueckstaedt volunteered.

Trustee Mitchell made a motion to appoint Trustee Heuckstaedt as a check signer for bills and payroll on the BMO account in place of Trustee Lund. Trustee Dahlstrand seconded. All in favor, motion passed.

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President McCaffrey had no new business to report.

Policy

Trustee Lund was not present to report.

Legal

Trustee Woods had no new business to report.

Ethics

Trustee Mitchell had no new business to report.

Legislation

Director Annen stated there was no new legislation to discuss.

Resolution to Prepare Budget & Appropriation Ordinance 23/24-2

There was a brief discussion regarding Resolution #2023/24-2.

Trustee Dahlstrand made a motion to approve Resolution #2023/24-2 for Fiscal Year July 1, 2024 thru June 30, 2025 – Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, approving preparation and making available a tentative budget and appropriation ordinance. Trustee Woods seconded. A roll call vote was taken. All in favor, motion passed.

Standards for Illinois Public Libraries – Chapters 3 & 4

Trustee Mitchell provided a review of Chapters 3 & 4. There was a brief discussion. Trustee Trustee Dahlstrand will review Chapters 5 & 6 for the July meeting.

EXECUTIVE/CLOSED SESSION

At 8:02pm Trustee Mitchell made a motion to go into CLOSED SESSION for the purpose of discussing 5 ILCS 120/2 (c) Open Meetings Act. Trustee Dahlstrand seconded. All in favor, motion passed.

At 8:14 the board came out of closed session and open session resumed.

Trustee Dahlstrand made a motion to approve keeping the CLOSED SESSION minutes thru May 2024 closed, due to the need for continued confidentiality. Trustee Woods seconded. All in favor, motion passed.

There was a discussion regarding minutes.

At 8:33pm Trustee Dahlstrand made a motion to adjourn. Trustee Woods seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant