

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – May 20, 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
Kitty Mitchell, Treasurer
Clare Lund, Secretary
Julie Hueckstaedt
Dan Kenney

Staff Present

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

Trustees Excused

Dr. Phyllis Dahlstrand, Vice President
Dr. Rita Woods

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff and new Trustee Dan Kenney.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Annen reviewed the following correspondence:

- A *Thank You* card was received from former Trustee Jane Klunk.
- A *Thank You* note was received from Nazarene Preschool regarding Bookmobile services.
- An email from Melissa King; Director of Planning & Zoning Village of Homer Glen regarding applications for public comment.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the April 22, 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 April 30, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated April 30, 2024
- Transaction Detail dated May 1 – 20, 2024
- Deposit Detail dated April 23 – May 20, 2024

Trustee Mitchell moved to approve bills dated May 1 - 20, 2024 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 approve \$400,000 to pay May bills and June 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 past and upcoming programming. The library is hosting two big Summer programs include Crosstown Exotics and a Magic Show.

A brief financial review was given.

An update was given on the new Bookmobile design and development.

A brief building update was given. The Capital Need Assessment starting next week with Building Assessment.

Hoopla service reducing checkouts due to cost savings.

Several staff attended Reaching Forward Conference. The library will closed Friday, June 7 for Staff In-Service training.

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 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.

Finance Committee Member Opening

Trustee Mitchell made a motion to appoint Trustee Kenney to the Finance Committee effective May 20, 2024. President McCaffrey seconded the motion. All in favor, motion passed.

Personnel 2(c)(1) Staff Compensation Adjustment

There was a discussion regarding COLA, CPI and merit increases.

Trustee Lund made a motion to approve a 2-4% increase for all library staff at the discretion of Director Annen. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

Review of Standards for Illinois Public Libraries – Chapter 1 & 2

President McCaffrey provided a review of Chapter 1 & 2. There was a brief discussion. Trustee Mitchell will review Chapters 3 & 4 for the June meeting.

ADJOURNMENT

At 8:11pm Trustee Lund made a motion to adjourn. Trustee Mitchell seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, June 24, 2024 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant