

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – October 28, 2024

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

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President (*Zoom*)
Dr. Phyllis Dahlstrand, Vice 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

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Annen reviewed the following correspondence:

- (2) Thank you cards from patron Michelle Nagorski regarding her purchase of a leaf on the Library Legacy Tree

APPROVAL OF MINUTES

Trustee Mitchell made a motion to accept the REGULAR minutes of the September 23, 2024 Library Board meeting. Trustee Lund seconded the motion. All in favor, motion passed. President McCaffrey abstained.

TREASURER'S REPORT

Bills

Business Manager McSweeney recapped the Statement of Financial Position as of September 30, 2024. The following reports were available:

- Statement of Financial Position dated September 30, 2024
- Transaction Detail dated October 1 - 30, 2024
- Deposit Detail dated September 24, 2024 – October 30, 2024

Trustee Lund made a motion to approve bills dated October 1-30, 2024 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed. President McCaffrey abstained.

Transfer of Funds

Trustee Lund made a motion to approve \$100,000 to pay October bills and November 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. President McCaffrey abstained.

EXECUTIVE LIBRARIAN'S REPORT

- Director Annen discussed library programming. She made note of a successful Blood Drive, Costume Swap and Plant Swap. Upcoming programming includes a Santa event on December 5th from 5:30-7pm.
- The library will be closed Tuesday November 5th for the election.
- The library discussed insurance recommendations made by the library's Insurance Consultant.
- An update was given on financial protections such as ACH protection and No Check Posted protection.
- An update was given on bank interest. There was a short discussion.
- The Capital Repair Study is enclosed in board packets.
- Edge Music Academy donated instruments to start a "Music Lending Library."
- Circulation Manager, Jody Studer, will retire Friday, January 3, 2025 after 35+ years.

Other Manager's Reports

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

UNFINISHED BUSINESS

Vice President Dahlstrand 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

Vice President Dahlstrand gave a brief review of the recent staff survey. There was a short discussion. The board will review the results and respond next month. Director Annen will respond to staff following the board review.

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

Public Act 103-592 reduces the amount of the treasurer bond or insurance policies that library treasurers must provide to their library boards from 50% to 10%.

C. Update on Banking, Investments, and Account structures

The Auditor will likely be at our January 2025 meeting. There was a review of the library bank accounts, interest, and fund balances. There was a brief discussion. There was a discussion regarding the new format of the financials.

D. Recognition Art Project, Design, and Artist/Project Deposit Approval

Vice President Dahlstrand gave a brief update. Trustee Kenney made a motion to approve the deposit of \$4,000 to Sheri Law for the recognition Art Project. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed. President McCaffrey abstained.

E. Standards for IL Public Libraries – Chapter 11 & 12

Director Annen tabled her review of Chapters 11 (Youth/Young Adult Services) & 12 (Technology) until next month.

At 8:35pm Trustee Kenney made a motion to adjourn. Trustee Lund seconded the motion. All in favor, motion passed. President McCaffrey abstained.

Respectfully submitted,

Patti Nakutis

Administrative Assistant