

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 23, 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
Dan Kenney
Julie Hueckstaedt

Staff Present

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

Trustees Excused

Clare Lund, Secretary
Dr. Rita Woods

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Annen reviewed the following correspondence:

- IL Libraries Reports Data Study was received from RAILS
- (7) letters from Will County Board of Review regarding assessments

APPROVAL OF MINUTES

Trustee Mitchell made a motion to accept the SPECIAL minutes of the August 26, 2024 Library Board meeting. Trustee Hueckstaedt seconded the motion. All in favor, motion passed.

Trustee Kenney made a motion to accept the REGULAR minutes of the August 26, 2024 Library Board meeting. Trustee Hueckstaedt 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 August 31, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated August 31, 2024
- Transaction Detail dated September 1 - 23, 2024
- Deposit Detail dated August 27 – September 23, 2024

Trustee Mitchell made a motion to appoint Vice President Dahlstrand as acting Secretary in Trustee Lund's absence. Trustee Kenney seconded. All in favor, motion passed.

Trustee Dahlstrand made a motion to approve bills dated August 27 – September 23, 2024 as stated. Trustee Hueckstaedt seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Dahlstrand made a motion to approve \$171,000 to pay September bills and October payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Kenney 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. Past programs included the Fall Craft Fair. Upcoming programming includes the youth fall reading program, Costume Swap, Blood Drive and Plant Swap.
- A brief financial review was given. Business Manager McSweeney working with new Accountant. Business Manager McSweeney and Director Annen met with the Auditor this month. There was a discussion regarding Fund accounting and changes to the monthly Financial statement. Budget & Appropriation was filed and published.
- The library continues to look into possible Narcan provider.
- A brief building update was given. There was a discussion about the draft Capital Repair Study.
- Director Annen discussed upcoming staff training opportunities that various staff will be undertaking including ILA Conference, Prairie Cat PUG day, and webinar trainings. Trustees are invited to participate in training as well.

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 was not present to report.

Legal

Trustee Woods was not present to report.

Ethics

Trustee Mitchell had no new business to report.

B. Legislation

Director Annen stated there was no new legislation to discuss.

C. Secretary's Audit

President McCaffrey suggested tabling this appointment until after the April 2025 election.

D. Truth in Taxation Certificate

President McCaffrey signed the required documentation.

E. Adopt Levy Ordinance FY 2024/25-2

Trustee Mitchell made a motion to adopt Levy Ordinance #2024/25-2 levying and assessing tax for Homer Township Public Library District of the county of Will, state of Illinois, for the fiscal year beginning the first day of July, 2024 and ending the 30th day of June, 2025 fiscal year. Trustee Hueckstaedt seconded. All in favor, motion passed.

E. Standards for Illinois Public Libraries – Chapters 9 & 10

Director Annen provided a review of Chapters 9 (Public Services: Reference and Reader's Advisory Services), and Chapter 10 (Programming). There was a brief discussion.

Director Annen will review Chapters 11 & 12 for the October meeting.

BMO Bank recommends "Positive Pay" for fraud protection. Director Annen to ask Attorney Lenzini about this as well as identity theft protection.

At 8:23pm Trustee Dahlstrand made a motion to adjourn. Trustee Mitchell seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant