

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – February 24, 2025**

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  
Dan Kenney  
Julie Hueckstaedt

**Staff Present**

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

**Trustees Absent**

Clare Lund, Secretary  
Dr. Rita Woods

**AUDIENCE TO VISITORS**

President McCaffrey acknowledged library staff, Joe Huberty; Engberg Anderson, and Dan Eallonardo; ICS.

**PUBLIC COMMENT**

No public comment.

**NEW BUSINESS**

Trustee Dahlstrand made a motion to amend the agenda to move item 11 C. *Capital Repairs Study* to follow item 5. *Public Comment*. Trustee Kenney seconded. All in favor, motion passed.

**C. Capital Repairs Study**

Joe Huberty; Engberg Anderson gave a review of the Capital Repairs Study of the library building with emphasis on the “high priority” repairs and “very near term” repairs.

Dan Eallonardo noted that some items (such as HVAC/Sprinkler System) may need immediate improvements.

Joe stated that the Capital Repair Study should be done every 5 years. There was a brief discussion.

Trustee Mitchell made a motion to accept the Capital Repairs Study for informational purposes, with no immediate action taken at this time. Trustee Dahlstrand seconded. All in favor, motion passed.

There was a brief discussion regarding the upcoming Bookmobile bid.

Joe Huberty and Dan Eallonardo departed at 7:47pm.

**CORRESPONDENCE**

Director Annen reviewed correspondence from the following:

- Thank you letter from Lockport HS Band/Guard

## **APPROVAL OF MINUTES**

Trustee Kenney made a motion to accept the REGULAR minutes of the January 27, 2025 Library Board meeting. Trustee Hueckstaedt seconded the motion. All in favor, motion passed.

Trustee Kenney made a motion to accept the CLOSED session minutes of the January 27, 2025 Library Board meeting. Trustee Hueckstaedt seconded the motion. All in favor, motion passed.

## **TREASURER'S REPORT**

### **Bills**

Business Manager McSweeney recapped the Statement of Financial Position as of January 31, 2025. Director Annen gave a brief overview of the Statements.

The following reports were available:

- Statement of Financial Position as of January 31, 2025
- Transaction Detail dated February 5 – 24, 2025
- Deposit Detail dated January 28 - February 24, 2025

Trustee Mitchell made a motion to approve bills dated February 1–24, 2025 as stated. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Hueckstaedt made a motion to approve \$175,000 to pay February bills and March 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 gave an overview of her February 2025 Director's Report which was made available to the Board members.

### **Other Manager's Reports**

Other reports are available in Trustee packets from Circulation, Adult & Teen Services, Youth Services, and the Bookmobile. These reports now include department photos/names.

## **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 had no new business to report, but noted the enclosure regarding RAILS funding.

## **D. Consolidated Election Day APRIL 1, 2025**

Director Annen noted that we are typically closed due to parking. After a discussion the Board decided to remain open.

## **E. Staff Training Day (In-service) June 13th**

Trustee Kenney made a motion to close the library for annual in-service Staff Training on Friday, June 13, 2025. Trustee Dahlstrand seconded. All in favor, motion passed. Board members are welcome to attend.

## **F. Program Registration**

There was a discussion regarding program registration. Director Annen gave a brief overview of the program registration discussion and shared legal guidance, emphasizing the use of the term "library cardholder" instead of "resident."

Trustee Dahlstrand made a motion to accept as a priority, Homer Township Library card holders into all programs while putting non-library card holders on a wait list with the goal of a June start date. Trustee Mitchell seconded the motion. All in favor, motion passed.

## **G. Non-Resident**

Director Annen explained non-resident fees are not required. The library has two options - the General Mathematical Formula and Tax Bill Method. The General Mathematical Formula equates to \$233.93 per family. The library will notify current non-resident cardholders.

Trustee Kenney made a motion to increase the non-resident fee from \$170 to \$235 per household, as required by law according to the General Mathematical Formula. Trustee Hueckstaedt seconded. A roll call vote was taken. All in favor, motion passed.

## **H. Staff Appreciation**

Trustee Dahlstrand made a motion that the Library Board approve the transition from gift card bonuses to payroll-based bonuses, in accordance with the recommendation of the Library Attorney and HR Source, to ensure compliance with tax regulations. Trustee Hueckstaedt seconded. A roll call vote was taken. All in favor, motion passed.

## **ADJOURNMENT**

At 8:31pm Trustee Mitchell made a motion to adjourn. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant