

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 24, 2011

President O'Brien called the meeting to order at 7:34 p.m.

TRUSTEES PRESENT

Ed O'Brien, President
Jane Klunk, Vice President
Mike Budde, Treasurer
Debbie McDonnell, Secretary (7:39 pm)
Brian Smith
Phyllis Levine

STAFF PRESENT

Sheree Kozel-La Ha, Library Director
Sara McCambridge, Assistant Director
Kitty Mitchell, Youth Services Director
Carol McSweeney, Business Manager
Patti Nakutis, Recording Secretary

TRUSTEES EXCUSED

Adelyne Parker

AUDIENCE TO VISITORS

President O'Brien welcomed staff and Jamie Corso of Tri-K Development. Mr. Corso presented a slide show of his projected Hickory Grove development at the 159th Street site. The site may consist of a Farmer's Market and Children's Farm on Dunn Farm, a pond, family recreation area, walking trail, residential development, and 300,000 sq. ft. of commercial development that could include a library and Village Hall, perhaps with an adjoining meeting room. Planning and engineering is expected to be complete this spring. The widening of 159th Street is projected for completion by summer of 2014. Mr. Corso stated that water and sewer are in place and there is currently a spine road from 159th Street. The library building could be done in stages starting with 20,000 sq. ft. and adding 10,000 sq. ft. wings as needed. Retail could be considered to line the front as added income. There was a short discussion.

Director Kozel-La Ha stated that according to state standards a 53,000 sq.ft. building is recommended for our population. Orland Park Library is 85,000 sq. ft. Director Kozel-La Ha would prefer a 25-30,000 sq. ft. building to keep service on a personal level.

Mr. Corso will be presenting to the Village Planning Commission in a few weeks. President O'Brien asked if Mr. Corso had considered plans to include School District 33C or Joliet Junior College? Mr. Corso stated that plans with 33C, Joliet Junior College, Robert Morris College and Lockport Township High School are no longer included at this time. He does see an opportunity to lease space to businesses such as Kumon Tutoring. There was a short discussion. Mr. Corso departed the meeting.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter from Harris Bank Vice President Karen Ketchen with a donation check in the amount of \$1,000 to sponsor the Winter Reading Program.
- A letter of congratulations to Director Kozel-La Ha from ILA President Gail Bush. Director Kozel-La Ha worked on the FILC (Future of Illinois Library Corporation) task force requesting funding to analyze current delivery needs. IL State Librarian Jesse White has requested a formal proposal from ILA to explore these options.

- An email communication was received by Adult Services Director Alex Annen from Gwendolyn Prellwitz of the American Library Association. Annen was selected as a Field Recruiter for the ALA Office for Diversity's IMLS-funded Discovering Librarianship Program.
- A letter was received from Will County Clerk Nancy Schultz Voots along with a \$75 check for allowing them use of the library as a polling place.
- A tax exemption application was received from Will County Board of Review on behalf of Prayer Center Trust.
- A handmade thank you card was sent to the Bookmobile staff from the Young School Oasis children for their bi-weekly visits.
- A thank you card from Reed School Literacy Committee for the library's participation in Family Literacy Night.
- A thank you card from Circulation Manager Studer regarding support during the passing of her father.
- A thank you card from the Verdon family for the library donation from staff.
- A holiday card with a \$500 donation was received from Marian Village Resident Council.
- Holiday cards were received from the following:
 - Gail Bush; ILA President
 - Beary Landscaping
 - Southwest Pest Control
 - Cardinal Building Maintenance
 - Hearne & Associates, P.C.
 - Harris Bank
 - Controlled Environmental Systems, Inc.
 - YAS Architecture LLC
 - Amy Lucas (staff)
 - Sue Cook (resident)
 - Bob and Dolores Tober (resident)
 - Kevin and Darlene Victor (resident)
 - Beissman Family (resident)
 - Rita Alleruzzo (resident)
- Thank you cards for the Staff Appreciation Brunch event were received from the following staff:
 - Sheree Kozel-La Ha
 - Sara McCambridge
 - Patti Nakutis
 - Kitty Mitchell
 - Diana Hollingsworth

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the November 29, 2010 Library board meeting. Trustee Levine seconded. All in favor, motion passed.

Trustee McDonnell made a motion to accept the CLOSED Session minutes of the November 29, 2010 Library board meeting. Trustee Klunk seconded. All in favor, motion passed.

TREASURER'S REPORT

Business Manager Carol McSweeney stated the current assets as of December 31, 2010 are as follows:

Cash in Bank – Harris Bank	\$ 116,482.03
Certificate of Deposit – Palos Bank	\$ 72,576.16
IL Funds – Money Market	\$1,947,482.57
IL Funds – Insurance	\$ 45,242.98
IL Funds – Social Security	\$ 69,851.42
IL Funds – Special Reserve/Capital Improvement	\$ 296,987.76
IL Funds – IMRF	\$ 90,601.97
IL Funds – Audit	\$ 35,212.88
IL Funds – Epay	\$ 9.00
Petty Cash	\$ 500.36
TOTAL CURRENT ASSETS	\$ 2,674,947.13

There was a short discussion regarding Deposit Detail dated November 30 – December 22, 2010, and December 28, 2010 – January 24, 2011, Transaction Detail dated December 2010, and January 1-26, 2011.

Petty cash from December 1-17, 2010 totaled \$208.99 and petty cash from December 28, 2010 – January 20, 2011 totaled \$29.17.

Trustee Budde moved to approve the bills and petty cash as stated. Trustee Smith seconded. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$158,000 from Illinois Funds to Harris Bank General Funds to pay December bills and January payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Levine seconded. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$134,000 from Illinois Funds to Harris Bank General Funds to pay January bills and February payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Smith seconded. A roll call vote was taken. All in favor, motion passed.

LIBRARIAN'S REPORT

Director Kozel-La Ha recapped information from the Director's Report as follows:

- There are 2 opportunities (February in Lisle and March in Springfield) to attend an ILA Trustee Forum Workshop. All trustees are encouraged to attend. Director Kozel-La Ha will be attending.
- We will be undertaking a new website over the next few months.
- We will be using a new email host. PALS will assist with this transition over the next year.
- Usage patterns of the library are changing as the library becomes a family social center. We will be reviewing the collection and downsizing. According to State Standards our 14,000 sq.ft. building should house 72,000 items. We are currently at 106,000. According to State Standards based on our 33,000 population, our collection should be at 160,000. Space issues limit what we can offer.

- Other items in the report include:
 - Year in Review
 - 2011 Penny Severns Grant: The KEY to Success: Knowledge, Education & You
 - The merger continues
 - New gaming collection through donations
 - Geek the Library newsletter and program

Assistant Director's Report

Assistant Library Director McCambridge provided the following updates:

- We are working with Piper Mountain to redesign the library website. The website will be easy for staff to maintain with awesome youth and teen pages. There is a \$1600 one time set up fee and an annual fee of \$700 which includes weekly updates. Our site will also be a test site. We will be required to give them feedback every 6 months. The site should be ready to start up in 2-3 months. We are in the process of choosing colors, designs, etc.
- Assistant Director McCambridge accompanied Director Kozel-La Ha on several library visits over the last few weeks.

Youth Services Report

Youth Services Director Mitchell provided the following updates:

- Program registration began today.
- The ESL program held this past Saturday was a great success with over 45 children in attendance with their families. Mitchell commended the teen volunteers who always help at library programs.

Trustee Budde asked if the teens are rewarded for their efforts. He suggested a news article and photo in the Homer Horizon. Director Kozel-La Ha will initiate both.

Additional Reports

The Bookmobile report, Adult Services report, and Circulation stats are enclosed in the board packets.

NEW BUSINESS

PALS Representative Report

Trustee Smith stated that they received FY'10 funds in November and 35% of FY'11 funds this month. Merger information can be found at systemsmerger.info. The audio and video from meetings can also be found here. There will be a PrairieCat Assemblies meeting this Wednesday.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde had no new business to report.

Personnel

President O'Brien had no new business to report.

Policy

Trustee Klunk had no new business to report.

Legal

Trustee Smith had no new business to report.

EXECUTIVE/CLOSED SESSION

At 8:54 p.m. Trustee Smith made a motion to go into closed session for the purpose of discussing long range planning 2(c)(5). Trustee Levine seconded. All in favor, motion passed.

At 9:47 the board came out of closed session.

ADJOURNMENT

At 9:47 pm President O'Brien made a motion to adjourn the meeting.

The next regularly scheduled board meeting will be Monday, February 28, 2011 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon

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Board of Trustees
CLOSED SESSION Meeting – January 24, 2011

President O'Brien went into closed session at 8:54 p.m.

TRUSTEES PRESENT

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Mike Budde, Treasurer
Debbie McDonnell, Secretary
Brian Smith
Phyllis Levine

STAFF PRESENT

Sheree Kozel-La Ha, Library Director

Patti Nakutis, Recording Secretary

TRUSTEES EXCUSED

Adelyne Parker

LONG RANGE PLANNING and PERSONNEL

The board went into closed session for the purpose of discussing long range planning 2(c)(5).

ADJOURNMENT

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Respectfully submitted,

Patti Nakutis

Recording Secretary