

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – May 23, 2011

President O'Brien called the meeting to order at 7:32 p.m.

TRUSTEES PRESENT

Ed O'Brien, President
Jane Klunk, Vice President
Brian Smith
Phyllis Levine
Adelyne Parker

STAFF PRESENT

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

TRUSTEES EXCUSED

Mike Budde, Treasurer
Debbie Mc Donnell, Secretary

AUDIENCE TO VISITORS

President O'Brien welcomed staff and Trustee-elect Kevin Owen.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter from Ethel Rodriguez; President Goodings Grove Lions Club in support of Youth Services Director Kitty Mitchell for the ILA Golden Ticket Award nomination.
- A letter from Pamela Meyers; Homer Township Supervisor in support of Youth Services Director Kitty Mitchell for the ILA Golden Ticket Award nomination.
- A check in the amount of \$32,773.17 for the Per Capita Grant.
- A letter and check in the amount of \$60 from Lyn Griffith for the purchase of a book in memory of Michele "Mikey" Wunderlich.
- A thank you letter from Lauri Rhinehart; Vice President of Development Operations at American Red Cross. A donation of \$66 was collected from library patrons for the Tsunami Disaster Relief Fund in Japan.
- A letter from Will County Clerk Nancy Schultz Voots stating the assessed value of all property for Homer Township Public Library is \$1,477,824,523. The 2010 tax rate is 0.1268 (up from last year).
- A letter from Will County Clerk Nancy Schultz Voots stating a tax rate objection for 2009.
- A certified letter from George Catalano; Assistant County Engineer of Will County Department of Highways serving as notification that the Will County Department of Highways proposes to apply for a tax exemption.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the April 18, 2011 Library board meeting. Trustee Parker seconded. All in favor, motion passed.

Trustee Smith made a motion to accept the minutes of the April 18, 2011 Library Board Closed Session meeting. Trustee Klunk seconded. All in favor, motion passed.

TREASURER'S REPORT

Business Manager Carol McSweeney stated the current assets as of April 30, 2011 are as follows:

Cash in Bank – Harris Bank	\$ 140,348.68
Certificate of Deposit – First Midwest	\$ 72,716.16
IL Funds – Money Market	\$1,451,425.42
IL Funds – Insurance	\$ 45,255.54
IL Funds – Social Security	\$ 69,870.81
IL Funds – Special Reserve/Capital Improvement	\$ 297,070.26
IL Funds – IMRF	\$ 90,627.12
IL Funds – Audit	\$ 35,222.64
IL Funds – Epay	\$ 72.80
Petty Cash	\$ 350.01
TOTAL CURRENT ASSETS	\$2,202,959.44

There was a short discussion regarding Deposit Detail dated April 19 – May 23 and Transaction Detail dated April 21, 2011 – May 23, 2011.

Petty cash from April 18, 2011 – May 18, 2011 totaled \$361.67.

Trustee Klunk 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 Parker moved to transfer \$100,000 from Illinois Funds to Harris Bank General Funds to pay May bills and June payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Klunk seconded. A roll call vote was taken. All in favor, motion passed.

LIBRARIAN'S REPORT

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

- We received the Penny Severns Family Summer Literacy grant for the second year in a row.
- Director Kozel-La Ha has been re-appointed as the board liaison for the ILA Advocacy Committee for 2011/12.
- Website statistics will not be updated until the new website is up.
- The architect will be here Thursday to conduct the Mechanical Electrical Plumbing (MEP) Review. This will help determine the Architectural Analysis.
- HVAC repairs were undertaken. There is an issue with the air handlers (located on the roof of the building) that must be addressed prior to winter. This will cost approximately \$5,000.
- There were some minor plumbing issues and a pipe was replaced in the staff workroom sink.
- The sump pump was replaced. It burnt out and almost started a fire at the electrical outlet. It is typically replaced every year.

Assistant Director's Report

Assistant Library Director McCambridge provided the following updates:

- Assistant Library Director McCambridge is currently working with Adult Services Director Annen and Youth Services Director Mitchell regarding the Penny Severns

Grant. There is a Family Literacy Day scheduled on July 2nd which will include storytelling and crafts.

- Assistant Library Director McCambridge is working with Director Kozel-La Ha on long range planning.
- Assistant Library Director McCambridge is pulling together HVAC, plumbing, and building information for the architect meeting on Thursday.

Trustee Klunk asked if there was an ESL need in Homer. Assistant Director McCambridge stated that the largest demand is in Polish. Youth Services Clerk Mia Sevik speaks Polish and serves as our outreach liaison to the Polish community.

Youth Services Report

Youth Services Director Mitchell provided the following updates:

- Staff has begun preparing prizes and decorations for the summer reading club.
- The Youth Services department hatched 9 painted butterflies.
- A “Medieval Knight” program with Sir Randall is scheduled for this summer.
- A Family Reading Club is scheduled as part of the Penny Severns Grant.

Trustee Klunk congratulated Mitchell on her Golden Ticket Award nomination.

Director Kozel-La Ha also noted that Mitchell receives frequent anonymous donations for the youth programs.

Additional Reports

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

NEW BUSINESS

Trustee Oath of Office

President O’Brien stated that the newly elected trustees will now be appointed with the assistance of Business Manager McSweeney. The following Trustees took the Oath of Office:

Phyllis Levine
Brian Smith
Kevin Owen
Edward O’Brien
Jane Klunk

Election of Officers

President O’Brien asked if anyone was interested in the position as President and asked for nominations. Trustee Klunk nominated (President) O’Brien to retain his position as President. Trustee Owen seconded. All in favor, motion passed.

Trustee Levine nominated Trustee Klunk to retain her position as Vice President. Trustee Owen seconded. All in favor, motion passed.

Trustee Parker nominated Trustee Budde to retain his position as Treasurer. Trustee Levine seconded. All in favor, motion passed.

Trustee Levine nominated Trustee Parker for position of Secretary. Trustee Smith seconded. All in favor, motion passed.

Board Committee Appointments

President O'Brien appointed the following committees:

- Himself and Trustee Budde for Finance/Budget
- Himself and Trustee Levine for Personnel
- Trustee Klunk and Trustee Budde for Policy
- Trustee Parker and Smith for Ethics/2 year and Trustee Owen for Ethics/1 year
- Trustee Smith for System Liaison

PALS Representative Report

Trustee Smith stated that the state has approved the system merger. PALS will exist until June 30th and RAILS will begin July 1st.

The state has said that some decisions (staffing, delivery, etc.) will be subject to the IL Governmental Purchasing Act.

The merger transition board appointed Tom Sloan for Interim Director. Due to the escalated salary of the Interim Director, the state has now required RAILS to go out for bid. Therefore, Sloan withdrew as Interim Director. There will be a meeting held Wednesday to discuss how to proceed.

Voting for the first RAILS board members will be on Friday. There is 1 vote per library agency.

Request for Proposals (RFP) for insurance benefits must go out for bid. Bids will be opened on Friday.

Director Kozel-La Ha asked about PALS delivery. Trustee Smith stated that ILA is working on a grant to fund a project to research future delivery. Director Kozel-La Ha stated that some libraries charge \$5 for inter-library loans.

COMMITTEE REPORTS

Finance/Budget

President O'Brien had no new business to report and Trustee Budde was not present.

Personnel

President O'Brien and Trustee Levine had no new business to report.

Policy

Trustee Klunk had no new business to report and Trustee Budde was not present.

Legal

Trustee Smith, Trustee Parker, and Trustee Owen had no new business to report.

Non-Resident Fee

There was a short discussion regarding non-resident fees. Director Kozel-La Ha stated that 8 cards were issued last year. These are typically issued to residents of Orland Township.

Trustee Smith made a motion to retain the non-resident fee at a rate of \$170/year. Trustee Levine seconded. All in favor, motion passed.

Standards Review Chapter 2 - Governance

Director Kozel-La Ha stated that we meet all the requirements of Chapter 2.

Standards Review Chapter 4 - Facilities

Director Kozel-La Ha stated that we strive to meet all the requirements of Chapter 4. However, the following issues exist:

- HVAC needs to be replaced
- We do not meet state standards for the size of the community
- Our facility is too small
- We have an inadequate number of parking spaces
- Staff training will take place later this year
- The library emergency manual/disaster plan needs to be updated
- The number of computers are inadequate to meet patron demand
- Shelving is over ADA standard
- Lighting is inadequate for library use

Standards Review Chapter 9 - Programming

Director Kozel-La Ha stated that we strive to meet all the requirements of Chapter 9. However, the following issue exists:

- Some programs are held off site due to space limitations

Standards Review Chapter 10 - Marketing

Director Kozel-La Ha stated that we strive to meet all the requirements of Chapter 10. However, the following issue exists:

- The library's Long Range Plan is currently up for review

Meeting Date Ordinance 2010/11-3

There was a short discussion. Trustee Parker made a motion to pass Public Meeting Ordinance #2010/11-3 of the Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2011 to June 30, 2012. Trustee Owen seconded. All in favor, motion passed.

Identity Protection Policy 5 ILCS 179/1

There was a short discussion. Trustee Parker made a motion to pass the Homer Township Public Library Identity Protection Policy. Trustee Klunk seconded. All in favor, motion passed.

EXECUTIVE CLOSED SESSION

At 8:32 President O'Brien went into CLOSED SESSION for the purpose of discussing Long Range Planning 2(c)(5). Trustee Smith seconded. All in favor, motion passed.

ADJOURNMENT

At 9:14 pm the board came out of CLOSED SESSION.

Trustee Smith made a motion to adjourn the meeting. Trustee Klunk seconded. All in favor, motion passed.

The next regularly scheduled board meeting will be Monday, May 23, 2011 at a special start time of 5:00 p.m.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon

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CLOSED SESSION Meeting – May 23, 2011

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TRUSTEES EXCUSED

Mike Budde, Treasurer
Debbie McDonnell, Secretary

EXECUTIVE/CLOSED SESSION

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

ADJOURNMENT

At 9:14 pm the board came out of CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon