

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 27, 2011

President O'Brien called the meeting to order at 7:32 p.m., followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Ed O'Brien, President
Jane Klunk, Vice President
Mike Budde, Treasurer
Brian Smith
Phyllis Levine
Kevin Owen

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, Secretary

AUDIENCE TO VISITORS

President O'Brien welcomed staff and visitors Fenil Patel; Vice President of PMA Financial Network and Greg Kerr, Director of Business Development at Ruck Pate Architecture.

President O'Brien opened the floor for any questions. Mr. Kerr asked if there was a time line in place. President O'Brien responded that a committee would be appointed this evening to review architect RFQs. President O'Brien asked if Ruck Pate Architecture had experience in library design. Mr. Kerr confirmed that they did. He also offered his condolences to the Olivieri family and library staff.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- Assistant Director McCambridge received a certificate of recognition from PALS Executive Director Michael Piper for her participation on the Librarian's Advisory Committee (LAC) from July 2009 through June 2011.
- Youth Services Director Kitty Mitchell received the 2011 ILA Golden Ticket Award notification from Lynne Priest of the Arlington Heights Memorial Library on behalf of ILA. This award recognizes her commitment to library youth and exemplary service.
- A thank you note from Mayor Jim Daley for the library's coordination and support during the PFC Michael C. Olivieri Memorial.
- A letter from IL State Library Director, Anne Craig stating that we did not receive the Business & Libraries Working Together Project due to certain (low-income) community criteria that has been implemented as a new grant parameter.
- A letter from IL State Library Director Anne Craig stating pricing information for OCLC through FY 2013.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the May 23, 2011 Library board meeting. Trustee Smith seconded. All in favor, motion passed.

Trustee Klunk made a motion to accept the minutes of the May 23, 2011 Library Board Closed Session meeting. Trustee Smith seconded. All in favor, motion passed.

TREASURER'S REPORT

Business Manager Carol McSweeney stated the current assets as of May 31, 2011 are as follows:

Cash in Bank – Harris Bank	\$ 166,616.94
Certificate of Deposit – First Midwest	\$ 72,751.16
IL Funds – Money Market	\$1,416,231.64
IL Funds – Insurance	\$ 45,256.91
IL Funds – Social Security	\$ 69,872.94
IL Funds – Special Reserve/Capital Improvement	\$ 297,079.31
IL Funds – IMRF	\$ 90,629.88
IL Funds – Audit	\$ 35,223.71
IL Funds – Epay	\$ 72.80
Petty Cash	\$ 458.35
TOTAL CURRENT ASSETS	\$2,194,193.64

There was a short discussion regarding Deposit Detail dated May 18, 2011 – June 27, 2011 and Transaction Detail dated May 25, 2011 – June 29, 2011.

Petty cash from May 18, 2011 – June 20, 2011 totaled \$48.71.

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

Trustee Budde moved to transfer \$120,000 from Illinois Funds to Harris Bank General Funds to pay June bills and July 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:

- Budget projections are currently at the same level of expenditures as last year and we anticipate approximately \$125,000 in surplus of funds.

Assistant Director's Report

Assistant Library Director McCambridge provided the following updates:

- Staff email must be removed from PALS hosting before July 1, 2011 due to the merger. We will be obtaining a new server to help support this for quicker and more efficient response.
- McCambridge thanked the board for the opportunity to serve on LAC.

Youth Services Report

Youth Services Director Mitchell provided the following updates:

- Last Monday the patron count had recorded over 600 people by 5pm, and there was still a four more hours before closing. Usage has been up with the summer reading club program.
- The library was the receipt of another anonymous (\$200) donation. This resident has continued to provide anonymous donations for several years. Youth Services Director Mitchell noted that the anonymous donations have made it possible to support the

summer reading program and other quality initiatives. President O'Brien asked that Mitchell extend our deep gratitude to the donor.

NEW BUSINESS

PALS Representative Report

Trustee Smith extended congratulations to Assistant Director McCambridge for serving on LAC. This committee served an important role. RAILS will also be establishing this committee.

The RAILS merger goes into effect July 1, 2011. The first RAILS meeting will be held July 1, 2011. There is a final merger meeting this week. There have been permanent and temporary positions assigned at RAILS. Trustee Smith has a permanent position. The temporary positions will run through the end of August. Michael Piper is the Executive Director of PALS and will serve as Interim Director of RAILS for one year.

COMMITTEE REPORTS

Finance/Budget

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

Personnel

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

Policy

Trustee Klunk and Trustee Budde had no new business to report.

Legal

Trustee Smith and Trustee Owen had no new business to report. Trustee Parker was not present to report.

PFC Michael C. Olivieri Memorial

Director Kozel-La Ha noted that a fund has been established for donations to the Heroes Quiet Reading Room. Donations are still coming in at this time. Director Kozel-La Ha stated that Harris Bank advised her that two Board Trustees signatures are required to open a new account. She has also sought the advice from the library accountant Dave Lennon for this new fund. Trustee Smith suggested that we establish a specific fund, separate from our other funds. Director Kozel-La Ha added that a line item would be added to financials as "Memorial Fund" for tracking purposes. Letters are being sent to all donors thanking them on behalf of the library and the Olivieri family.

Trustee Budde made a motion to establish a savings account at Harris Bank for donations received towards the Michael C. Olivieri Memorial Fund for the purpose of creating a Heroes Quiet Reading Room in the future. Trustee Smith seconded. All in favor, motion passed.

There was a short discussion. The board was in agreement to open a separate account. President O'Brien and Trustee Budde will go to Harris Bank to sign for a new account with administrative staff.

Prevailing Wage Ordinance 2010/11-4

Trustee Klunk made a motion to accept Prevailing Wage Ordinance 2010/11-4 of the Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2011 to June 30, 2012. Whereas, the Prevailing Wage Act requires that the Library District and/or the Illinois Department of Labor investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of the Homer Township Public Library District, Will County, Illinois employed in performing construction of public works, for the Library District. This Ordinance shall be effective upon its approval, posting and publication, as provided by law. Trustee Budde seconded. All in favor, motion passed.

Bond Notice of Intent Ordinance

Director Kozel-La Ha stated that PMA Financial recommended a \$3 million maximum bond amount. A decision before bond sale can be made to reduce it. We have flexibility for approximately 3 years to determine when to sell bonds or let it expire.

Trustee Brian made a motion to adopt Ordinance 2010/11-5, an Ordinance authorizing the issuance of not to exceed \$3,000,000 General Obligation Bonds (Alternate Revenue Source) of the Homer Township Public Library District, Will County, Illinois. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

B&A Resolution 2010/11-6

Trustee Klunk made a motion to accept Resolution 2010/11-6. Fiscal year July 1, 2011 through June 30, 2012, Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois approving preparation and making available a tentative budget and appropriation ordinance. Whereas, the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois desires to prepare and make conveniently available to the public the District's Tentative Budget and Appropriation Ordinance for the District's fiscal year beginning July 1, 2011 and ending June 30, 2012. Now, therefore, be it resolved that the Tentative Budget and Appropriation Ordinance of the Homer Township Public Library District published notice of which public hearing shall also be given at least thirty (30) days before such public hearing, as provided by law. Trustee Smith seconded. All in favor, motion passed.

Other

Trustee Levine questioned whether an AED First Aid unit was available at the library. Director Kozel-La Ha responded no, but that they would look into it. Staff is also due for CPR/Safety re-training and certification.

EXECUTIVE CLOSED SESSION

At 8:30 Trustee Klunk made a motion to go into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1) and Long Range Planning 2(c)(5). Trustee Budde seconded. All in favor, motion passed.

ADJOURNMENT

At 9:15 pm the board came out of CLOSED SESSION.

Trustee Budde made a motion to accept the Library Director's recommendation for personnel increases. The Library Director will receive the same. Trustee Klunk seconded. A roll call vote was taken. All in favor, motion passed.

President O'Brien asked for volunteers to serve on the committee to review the RFQ's prior to the July board meeting. Trustee Owen and Trustee Levine will serve.

President O'Brien adjourned the meeting at 9:18 pm.

The next regularly scheduled board meeting will be Monday, July 25, 2011 at a special start time of 5:00 p.m.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon

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Carol McSweeney, Business Manager
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TRUSTEES EXCUSED

Adelyne Parker, Secretary

EXECUTIVE/CLOSED SESSION

The board went into closed session for the purpose of discussing personnel 2(c)(1) and long range planning 2(c)(5).

ADJOURNMENT

At 9:15 pm the board came out of CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon