

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – July 25, 2011

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

TRUSTEES PRESENT

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

STAFF PRESENT

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

AUDIENCE TO VISITORS

President O'Brien welcomed staff and visitors Fred & Diane Schlipf; Library Building Consultants and Greg Kerr, Director of Business Development at Ruck Pate Architecture.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter from Secretary of State/State Librarian Jesse White encouraging us to apply for the FY 2012 IL Public Library Per Capita and Equalization Aid Grant.
- A letter from IL State Library Director Anne Craig regarding the FY 2012 IL Public Library Per Capita and Equalization Aid Grants Application.
- A note to Director Kozel-La Ha, Assistant Director McCambridge, and Youth Services Director Mitchell from Library Board Vice President Klunk thanking them for "giving their all" during this difficult time for the Olivieri family.
- A note from former Page Lauren Bell with a donation to the Quiet Reading Room.
- An outbound communication from Director Kozel-La Ha to Mayor Daley regarding the proposed remodeling of the library.

APPROVAL OF MINUTES

Trustee Budde made a motion to accept the minutes of the June 27, 2011 Special Informational/Workshop Library board meeting. Trustee Levine seconded. All in favor, motion passed.

Trustee Klunk made a motion to accept the minutes of the June 27, 2011 BINA Hearing of the Board of Trustees. Trustee Owen seconded. All in favor, motion passed.

Trustee Parker made a motion to accept the minutes of the June 27, 2011 Library Board meeting. Trustee Budde seconded. All in favor, motion passed.

Trustee Klunk made a motion to accept the minutes of the June 27, 2011 CLOSED SESSION meeting. Trustee Parker seconded. All in favor, motion passed.

TREASURER'S REPORT

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

Cash in Bank – Harris Bank	\$ 133,151.39
Certificate of Deposit – First Midwest	\$ 72,425.55
IL Funds – Money Market	\$2,164,776.36
IL Funds – Insurance	\$ 45,258.29
IL Funds – Social Security	\$ 69,875.07
IL Funds – Special Reserve/Capital Improvement	\$ 297,088.38
IL Funds – IMRF	\$ 90,632.64
IL Funds – Audit	\$ 35,224.78
IL Funds – Epay	\$ 247.80
Petty Cash	\$ 346.94
TOTAL CURRENT ASSETS	\$2,909,030.20

The Olivieri Memorial Fund will appear beginning with next month's report.

There was a short discussion regarding Deposit Detail dated June 29, 2011 – July 25, 2011 and Transaction Detail dated June 30, 2011 – July 27, 2011.

Petty cash from June 28, 2011 – July 22, 2011 totaled \$173.37.

Director Kozel-La Ha noted that the surplus (deficit) as of June 30, 2011 was higher than anticipated.

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 \$82,500 from Illinois Funds to Harris Bank General Funds to pay July bills and August payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Parker 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:

- The compilation report shows that new growth monies are the same as last year.
- Director Kozel-La Ha will be preparing a Historical Budget Analysis next month.
- The Olivieri Memorial Fund account was opened at Harris Bank.
- A letter to Mayor Daley was sent regarding the library expansion/remodel.
- A Letter of Intent was sent for the Live and Learn \$125,000 Grant.
- ILEBP (Illinois Library Employee Benefit Plan) saw a nominal 7% increase this year.
- The Summer Reading Club was a fantastic success, with many donations.
- There has been no public comment regarding the building plans.

Assistant Director's Report

Assistant Library Director McCambridge provided the following updates:

- The library website redesign is complete and fully functional. We have received positive feedback from patrons.
- A new server is allowing us to now provide email "in-house."
- There are 3 FY end reports due:
 - IPLAR
 - Per Capita
 - IL Traffic – this is interlibrary loaning of our materials outside of the system. Over 1,000 materials are loaned/borrowed per year.
- Assistant Director McCambridge has been working on the e-rate due to Adult Services Director Annen's leave. This is a discount on communication services through AT&T. The discount for 2010/2011 was approximately \$1500.

Business Manager McSweeney stated that the CD rolled over at Harris Bank. The maturity date is April 2012. The current rate is .38%.

Additional Reports

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

EXECUTIVE CLOSED SESSION

At 7:48 Trustee Budde made a motion to go into CLOSED SESSION for the purpose of discussing Employment 2(c)1. Trustee Smith seconded. All in favor, motion passed.

At 7:51 p.m. the board came out of closed session.

ARCHITECT SELECTION

Trustee Levine made a motion to select the following 3 architect firms for the proposed library remodel, awarding the job to Engberg Anderson:

1. Engberg Anderson
2. Ruck Pate
3. Wendt, Cedarholm, and Tippens, Inc.

Trustee Parker seconded the motion. A roll call vote was taken. All in favor, motion passed. As per trustee direction Director Kozel-La Ha will coordinate the contract with attorney Phil Lenzini.

NEW BUSINESS

RAILS Representative Report

Trustee Smith stated that RAILS is a much larger system than PALS. They are currently advertising to fill positions. There was a board meeting held last Thursday where it was decided that they will not be able to bring back consulting or continuous learning at this time.

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

ADJOURNMENT

President O'Brien adjourned the meeting at 8:00 pm.

The next regularly scheduled board meeting will be Monday, August 22, 2011 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon

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EXECUTIVE/CLOSED SESSION

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