

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Special Meeting – August 24, 2020**

Vice President Dahlstrand called the meeting to order at 6:30pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Dr. Phyllis Dahlstrand, Vice President  
Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Clare Lund

**Staff Present**

Sheree Kozel-La Ha, Executive Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant

**Trustees Excused**

Jane Klunk, President  
Dr. Rita Woods  
Dr. Eileen McCaffrey

**AUDIENCE TO VISITORS**

Vice President Dahlstrand acknowledged library staff.

**NEW BUSINESS**

**Public Review of Budget & Appropriation 2020/21**

Director Kozel-La Ha gave a review of the Budget & Appropriation to the board.

**ADJOURNMENT**

At 7:01pm Vice President Dahlstrand adjourned the meeting.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – August 24, 2020**

Vice President Dahlstrand called the meeting to order at 7:01pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Dr. Phyllis Dahlstrand, Vice President  
Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Clare Lund

**Staff Present**

Sheree Kozel-La Ha, Executive Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant

**Trustees Excused**

Jane Klunk, President  
Dr. Rita Woods  
Dr. Eileen McCaffrey

**AUDIENCE TO VISITORS**

Vice President Dahlstrand acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A letter from Denise Winfrey of the Will County Office regarding the CARES Act Coronavirus Relief Fund. The library can receive up to \$15,000 reimbursement for PPE expenses. A grant application is required and must meet qualifications for approval.
- A letter from Lt. Holuj of the Will County Sheriff's Office regarding support offered from the Homer Township Oak Arbor Gleaners and Library. They have asked to have the lunch expense be donated in its entirety to Shady Oaks Camp.
- A letter and donation from Wesley & Patricia Krasnodebski in memoriam of Jody Musselman for the Quiet Reading Room.
- An email and thank you card from former Youth Services staff Barb Malone regarding her retirement.
- A thank you card from former Circulation staff Pam Rock regarding her retirement.
- An email from a patron thanking the library for the Curbside Pickup services as well as Free Craft/Book giveaway days.
- A note of appreciation and thank you card from a library patron.

**APPROVAL OF MINUTES**

Trustee Lund made a motion to accept the minutes of the July 27, 2020 Regular Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

**TREASURER'S REPORT**

**Bills / Petty Cash**

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of July 31, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated July 31, 2020
- Transaction Detail dated July 29 – August 26, 2020
- Deposit Detail dated July 21-August 26, 2020

Trustee Mitchell made a motion to accept the bills dated July through August, 2020 with the revision of check #54424 being voided. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Mitchell moved to transfer \$120,000 for August bills and September payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **EXECUTIVE LIBRARIAN'S REPORT**

Director Kozel-La Ha provided the Director's Report dated August 24, 2020, and highlighted the following:

- Realm Study for Covid-19 now pinpoints a 7-day quarantine due to ongoing trace amounts being found on tested materials/media.
- School partnership is being coordinated with 450 students in 5/6 grades English Language Arts classes with eBooks/physical books, etc.
- Will County Health Department announced that the positivity rate for Lockport/Homer Glen COVID-19 cases are approximately 8 & 9%. Last month they were at 5%. Will County will return to Phase Three beginning Wednesday, August 26, 2020.
- At fiscal year-end we were at 84% expended of the budget with a surplus.
- ILA Conference will be virtual this year. Trustee Day is October 22.
- We obtained a new Little Free Library, donated by the Will County Reading Council. Coordination with the Township to place it in a well-trafficked public location is ongoing.
- 6,168 items were checked out this month
- 881 crafts kits were given away in July
- 300-400 free books are being supplied monthly as a giveaway in clear packets
- Protocol for COVID positive will be put in place – reviewing trace listing form, etc.
- Marian Village and Bobby Noonan has requested that the Bookmobile drop off books. La Petite has closed permanently. Sandbox has requested outdoor Story Time with limited attendees. Welcome Place has requested Story Time inside the church – 6/class.
- Teen Librarian Heather Colby reported positive feedback from teens.
- PPE supply is in full stock. We are awaiting more hand sanitizer (on backorder).

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

Reports are available in Trustee packets from Circulation, Adult Services, and the Bookmobile.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell had no new business to report.

#### **Personnel**

President Klunk was not present to report.

#### **Policy**

Trustee Lund had no new business to report.

#### **Legal**

Trustee Woods was not present to report.

### **Budget & Appropriation Ordinance #2020/21-1**

There was a discussion. Trustee Mitchell made a motion to approve Ordinance No. 2020/21-1 Fiscal Year July 1, 2020 thru June 30, 2021, the Budget and Appropriation Ordinance of the Homer Township Public Library District, Will County, IL. The following constitutes the Budget and Appropriation Ordinance for the Homer Township Public Library District, Will County, Illinois, for the fiscal year beginning July 1, 2020 and ending June 30, 2021, adopted by said Board of Library Trustees on August 24, 2020, after a public hearing. Passed by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, this 24<sup>th</sup> day of August, 2020. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Resolution to Determine Funds 2020/21-1**

There was a short discussion. Trustee Bochenek made a motion to approve Resolution No. 2020/21-1 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, determining an amount of money necessary to be raised by taxation for the July 1, 2020 – June 30, 2021 Fiscal Year. Whereas, 35 ILCS 200 / 18-55 et seq. (The Truth in Taxation Act) provides that not less than twenty (20) days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, exclusive of any portion of the levy attributable in the costs of conducting an election required by the General Election Law, estimated to be necessary to be raised by taxation for the year upon which the taxable property in its district and that this Resolution shall be in full force and effect from and after its passage, approval, posting and publication as provided by law. Passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois, this 24<sup>th</sup> day of August, 2020. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Other**

Director Kozel-La Ha stated that we are operating with Curbside Service, no walk-in visitors at this time. The board agreed to remain open to Curbside Service only at this time and continue to review the Will County coronavirus numbers and monitor the community protocols at Homer 33C and Lockport Township High School.

### **ADJOURNMENT**

At 7:34pm Vice President Dahlstrand adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, September 28, 2020 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant