

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
SPECIAL Meeting – August 23, 2021

President Klunk called the meeting to order at 6:33pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
Cindy Bochenek, Secretary
Kitty Mitchell, Treasurer
Dr. Eileen McCaffrey
Clare Lund
Dr. Rita Woods (6:45 arrival)

Staff Present

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

AUDIENCE TO VISITORS

President Klunk acknowledged library staff and Dan Eallonardo; Independent Construction Services (arrival 6:45).

NEW BUSINESS

Public Review of Budget & Appropriation 2021/22-1

Director Kozel-La Ha gave a brief explanation of the Appropriation, Levy, and Working Budget.

ADJOURNMENT

At 7pm Trustee Dahlstrand made a motion to adjourn. Trustee Mitchell seconded. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – August 23, 2021

President Klunk called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
Cindy Bochenek, Secretary
Kitty Mitchell, Treasurer
Dr. Eileen McCaffrey
Clare Lund
Dr. Rita Woods

Staff Present

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

AUDIENCE TO VISITORS

President Klunk acknowledged Dan Eallonardo; Independent Construction Services and library staff.

NEW BUSINESS

Engberg Anderson Overview

- A revised power point developed by Engberg Anderson, was presented and explained by Dan Eallonardo. The presentation included new revisions.
- Schematic design continues through September.
- An Engberg Anderson representative will attend the September meeting with a complete design development and estimate. Monetary change may be minimal.
- Lighting upgrades can be a significant cost. This may be an alternate to the project or incorporated within.
- Additional parking spaces (combination regular and handicapped) are required, which may require additional water detention. One option is to establish an Inter-Governmental Agreement for staff parking at the Village. A connecting sidewalk would be part of the project.

Dan exited the meeting at 7:25pm.

APPROVAL OF MINUTES

Trustee McCaffrey made a motion to accept the minutes of the July 26, 2021 Regular Session Library Board meeting. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A resignation letter from Kathy Langford, Youth Services Manager effective Sept 6th.
- An invitation from State Senator John Curran for "Coffee and Conversation with Lemont Mayor Egofske on August 19.
- A note from the Heritage Corridor Business Alliance regarding Chamber gift certificates.
- A check received from IL State Comptroller Susan Mendoza for the FY2021 Per Capita Grant in the amount of \$57,612.

TREASURER'S REPORT

Bills / Petty Cash

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of July 31, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated July 31, 2021
- Transaction Detail dated August 1-25, 2021
- Deposit Detail dated July 27 – August 25, 2021

Trustee Dahlstrand moved to approve bills dated July 21 – August 25, 2021 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Mitchell moved to transfer \$165,000 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 Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

Director Kozel-La Ha recapped the Director's Report:

- We are running a surplus of funds designated for bonding and Capital Improvements. New bonds would decrease the surplus.
- The Micro Pantry will be delivered/installed Wednesday. Donations are on shelving adjacent to the New Book area. There will be a Ribbon Cutting Ceremony on Saturday, Sept 11 with a moment of silence to honor the 9/11 anniversary. The Used Book Sale kicks off that day as well. PR has been on Facebook and The Patch.
- Curbside Pick-Up has transitioned to Express Pick-Up inside the library. Materials are pre-checked out so there is no staff interaction.
- Check outs were up 40% from last year and items returned is up 60%
- On Sept 7, we will be at 100 percent of standard hours
- Sunday 4-8pm hours resume after Labor Day
- Indoor programs have resumed in the meeting room with social distancing
- Carpet/upholstery is being cleaned
- HVAC filters were cleaned
- 3 grants (totaling \$100,000) have been submitted
- The ILA Conference will take place Oct 12-14
- 283 book bundles and 827 crafts were given away in July
- Youth Services and Teens will continue craft giveaways as part of programming. Book bundle giveaways will cease.
- The Used Book Sale will run Sept 11-14

COVID-19 Update

COVID-19 implications were discussed as were current mask requirements, which follow CDC and Government guidelines. Only 2 staff members are not vaccinated. It is not a HIPAA violation to ask if a person is vaccinated. Masks are currently at staff and patron discretion. Approximately 80% of incoming patrons do not wear masks. There was a discussion.

Director Kozel-La Ha will implement new signage posted stating MASKS STRONGLY ADVISED. COVID procedures will be addressed again next month. Staff will be encouraged to follow safety protocols when working.

Assistant Director's Report

Assistant Director Annen recapped the following:

- The annual IPLAR Report was submitted. Stats showed:
 - 132 live programs (in-house or zoom) @ 1,752 in attendance
 - 679 passive programs @ 22,224 in attendance
 - Increase in electronic material usage
- We have been chosen to host the poster exhibit *September 11, 2001: The Day That Changed the World*
- The Shark Bank Contest is currently going on
- The basement was cleaned and reorganized
- Wooden coins were ordered for the geocache program for next year's 40th anniversary celebration
- Applications are being accepted for Google Career certificates.

Other Manager's Reports

Other reports are available in Trustee packets from Circulation, Adult & Teen Services, and the Bookmobile.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President Klunk had no new business to report.

Policy

President Klunk had no new business to report.

Legal

Trustee Woods had no new business to report.

Budget & Appropriation Ordinance 2021/22-1

Trustee Bochenek made a motion to accept Ordinance 21/22-1 Fiscal Year July 1, 2021 thru June 30, 2022 The Budget & Appropriation Ordinance of the Homer Township Public Library District Will County, Illinois. The following constitutes the Budget and Appropriation Ordinance for the Homer Township Public Library District, Will County, IL for the fiscal year beginning July 1, 2021 and ending June 30, 2022, adopted by said Board of Library Trustees on August 23, 2021, after a public hearing. Passed by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, this 23rd day of August, 2021. Approved this 23rd day of August, 2021. Trustee Dahlstrand seconded. All in favor, motion passed.

Resolution to Determine Funds 2021/22-1

Trustee Bochenek made a motion to accept Resolution 2021/22-2 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County IL, determining an amount of money necessary to be raised by taxation for the July 1, 2021 thru June 30, 2022 fiscal year. Whereas, 35 ILCS 200/18-55 (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. 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, IL this 23rd day of August, 2021 by a vote of 7 ayes. Trustee Dahlstrand seconded. All in favor, motion passed.

Other

Adult Services staff member Lanae Yong was appointed as a Library Trustee at the Mokena Public Library.

We are hiring a part time position for Adult/Teen Services Help Desk and will be posting an opening for part time Youth Services staff.

ADJOURNMENT

At 8:16pm President Klunk moved to adjourn.

The next regularly scheduled board meeting will be on Monday, September 27, 2021 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant