

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – October 25, 2021

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

ROLL CALL

Trustees Present

Dr. Phyllis Dahlstrand, Vice President
Cindy Bochenek, Secretary
Kitty Mitchell, Treasurer
Clare Lund
Dr. Eileen McCaffrey
Dr. Rita Woods (7:05pm)

Staff Present

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

Trustees Excused

Jane Klunk, President

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged Nanette Andersson; Architect – Engberg Anderson (via Zoom), Dan Eallonardo; Library Consultant – Independent Construction Services, and library staff.

NEW BUSINESS

Engberg Anderson Update

- Nanette presented an overview of Design & Development for expansion and several renovations.
 - Windows and brick will mimic 2011/2012 addition
 - 11 additional parking spaces
 - New digital information library sign – reviewing with Village
 - New “library” letters on building
 - Proposed sidewalk
 - Director Kozel-La Ha continues to review furniture, carpet, etc.
 - Nanette presented a draft budget update.
 - Budget estimated at \$3,890,000 - under the previous budget of \$4.4 million. This includes alternates, overhead expenses, furniture, fixtures, equipment and other costs. The savings include a reduced addition and refinements to the roof.
 - Architect will return prior to bid, projected to be in February.
- Current schedule:
 - Bidding mid-February thru March
 - Mobilize March thru June
 - Construction June thru October
 - Technology and Move-In November

ICS Review

- Eallonardo gave a brief overview of the proposed budget:
 - Youth Services carpet replacement is a necessity
 - Design contingency at 5% will reduce to 0
 - Construction contingency will maintain thru bid process
 - Some furniture is planned to be reused

- Alternates include painting. Eliminating this alternate would save \$25,000 and could be done at a later date.
- Phone system would need to be expanded and likely updated. That is not currently in the budget. This would be contracted by the library.
- Public Address System is included in costs
- Appliances are not included in the FFE budget
- Approximately \$50,000 in various fees have already been paid
- Eallonardo discussed the wall in the Magazine area. Eliminating this renovation would save \$50,000 and could be done at a later date at similar cost, if desired. Director Kozel-La Ha also recommends eliminating the wall. The board was in agreement to move forward with the next phase.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from Secretary of State Jesse White awarding a \$50,000 Grant "Job Seekers Wanted: Bouncing Back from the Pandemic". We will be updating the 24 public computer area and adding circulating laptops as part of this grant.
- A letter from Karen Egan, Associate Director Grants and Programs at the IL State Library denying grant funding for "On the Road to Recovery".
- A letter from Karen Egan, Associate Director Grants and Programs at the IL State Library denying grant funding for "Expanding Digital Inclusion".
- A letter from Karen Egan, Associate Director Grants and Programs at the IL State Library detailing the grant funding for "Job Seekers Wanted" and the reporting requirement.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the September 27, 2021 Regular Session 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 September 30, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated September 30, 2021
- Petty Cash dated September 13, 2021 for transactions September 27 - October 5, 2021
- Deposit Detail dated September 28 – October 25, 2021
- Transaction Detail dated September 28 - October 25, 2021

Trustee Mitchell moved to approve bills dated September 28 – October 25, 2021 and Petty Cash as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund moved to transfer \$150,000 for October bills and November payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Mitchell 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:

- Winter Reading Program will be anchoring "Erin's Raffle". Erin was the first reading club recipient and the family have donated hundreds of books and items in her honor.
- Grant award of \$50,000 to update all public computers and add job search items
- Expenditures at 18%, below standard levels
- Diane Matecki is the new Youth Services Assistant Manager
- Welcome Jessica Winterstein - new Adult/Teen Services Specialist
- 2 openings – Circulation and Youth Services
- Senior Harvest served 125 seniors
- Attended ILA Conference virtually.
- There was a short discussion regarding Staff Appreciation. Board agreed to hold the event at Tazza.
- Homer Glen positivity rate under 3% compared to one year ago today at 17%. Library Policy has been revised to cover changing mask mandates. There was a brief discussion regarding staff enforcing mask guidelines:
 - Signs will remain posted
 - Barriers will remain in place
 - People may have medical reasons for not wearing a mask or keeping it on. Staff should suggest masks be in place during one-on-one patron assistance, otherwise they do not confront patrons
 - Police can be called if staff feels threatened/patron is belligerent

Assistant Director's Report

Assistant Director Annen recapped the following:

- Statistics are in board packets
- Spring Craft Fair will be held Saturday, March 19 – applications are available
- Vaccine clinic on Saturday, November 13 and Saturday, December 4. Waiting for word if boosters will be available. Will verify if there are age restrictions.
- Bling Swap on Saturday, November 13 (same day as vaccine clinic)
- IL Cards for Kids Act – non-residents who qualify for free lunch can get a free card. Disabled (70%) Veterans are also eligible or their surviving spouse. We typically get 16-20 non-resident cards/year. Non-resident library cards reflect the new updated Act.

Other Manager's Reports

Other reports are available in Trustee packets from Circulation, Adult Services, Teen 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

President Klunk was not present to report.

Legal

Trustee Woods had no new business to report.

COVID-19 Update

See Director's Report

ILA Conference Reports

See Director's Report

ADJOURNMENT

At 9:03pm Trustee Bochenek made a motion to adjourn. Trustee Mitchell seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, November 29, 2021 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant