

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – June 27, 2022**

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. Rita Woods (7:08pm)

**Staff Present**

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

**Trustees Absent**

Dr. Eileen McCaffrey  
Clare Lund

**AUDIENCE TO VISITORS**

President Klunk acknowledged Dan Eallonardo; Library Consultant – Independent Construction Services, and library staff.

**PUBLIC COMMENT**

No public in attendance.

**NEW BUSINESS**

**ICS – Dan Eallonardo**

- An Expansion and Renovation Report dated 6/27/22 was provided and reviewed.
  - Many materials are on delay (windows, shingles, pavers-[multiple weeks], etc.). We should receive an updated schedule next month.
  - Alternate #4 for monument sign variance to be accepted this evening; confirmed approval from Village of Homer Glen is complete. There was a short discussion.
- Front expansion - foundation was poured. Walls will go up, followed by the roof
- North addition – will be pouring foundation walls, backfill dirt, then pour the floor
  - The current sunroom bump out will be removed
- The design and proposal have been completed for the water ball feature from Top Stone. This is a 5-sided base with a 32” ball, designed by and funded by the Homer Foundation. There will be a minimal cost associated with running it and the water will need to be drained every season.

Dan departed the meeting at 7:28pm

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- (2) Will County Board of Review Tax Appeals from Menards and D. Harris
- A letter from Suzanne Zetterquist; Vice President Euclid Managers regarding Delta Dental – there is no rate increase this year.
- A thank you letter was received from Executive Director Dan Mulka of Heritage Corridor Business Alliance for continued membership.
- A note was left in the public copy room – *“Librarians, thank you for your help! -Lisa”*

There was a short discussion regarding the missing library sign during the Homer Fest.

## **APPROVAL OF MINUTES**

Trustee Mitchell made a motion to accept the minutes of the May 23, 2022 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 May 31, 2022.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated May 31, 2022
- Deposit Detail dated May 24 thru June 29, 2022
- Transaction Detail dated May 24 thru June 29, 2022

Trustee Dahlstrand moved to approve bills dated May 24 thru June 30, 2022 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Woods moved to approve the transfer of \$90,306.48 from Old Plank Trail Bank Bond Account to Old Plank Trail General Account to pay May construction costs. The above amount includes \$83,866.48 to RoMAAS – 2<sup>nd</sup> construction payment. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Woods moved to approve the transfer of \$330,000 to pay June bills and July 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 recapped the Director's Report:

- The Bookmobile represented the library in the Homer Parade on Sunday (rain date for Saturday).
- (3) new large picture boards are on display showing the expansion
- Summer Reading is in full swing with a partnership with IL Representative Jim Durkin's reading program.
- Usage is strong.
- Public relations details are included in the Director's Report.
- A new website is under development. The Web Committee of Sheree, Alex, and Heather meet weekly; this is a 20-week process.
- A new Nextiva phone system is in place.
- Expenditures are at 77% for 11 months; conservative budget oversight continues.
- Light the Fire staff training is complete for five sessions.
- The Art Garden [with water feature] was presented to the board.
- Stats are included in the reports.
  - Treasure hunt programs for kids are very popular
- Bookmobile Manager Maryellen Reed is retiring. There is a luncheon on Thursday – the Board is welcome to attend.
- Shannon Greenwalt is the new Bookmobile driver hire.
- The Library experienced vandalism during Homer Fest; this year was the first time this happened. Large sandwich board sign cut from security ties and removed (stolen), numerous liquor cans left around the building, chairs moved, monument sign wording

rearranged with slang. Further discussion for future Library parking lot and Fest use next year will be necessary– possibly require a Will County Sheriff or private lot security.

- The Lou Malnati's fundraiser brought in \$131. Still waiting for results from the Culver's fundraiser.
- The budget was planned to sustain changes in construction.
- Bookmobile Manager Maryellen Reed will be turning in her library credit card and a new one will be issued for forthcoming Bookmobile Manager Bridie Hearn. Director Kozel-La Ha is requesting that all manager credit cards be increased from the current limit of \$2,000 to \$3,000. The board was in agreement.
- Bookmobile Manager Maryellen Reed made a statement on her Board Report, thanking the board and Sheree for 16 wonderful years at a rewarding job.

Trustee Mitchell made a motion to approve credit card increases from \$2,000 to \$3,000 for department manager credit card limits, and to add Bridie Hearne and remove Maryellen Reed as credit card holders. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Woods made a motion to approve the Alternate 4 - \$45,000 for the outdoor monument sign. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Dahlstrand made a motion to authorize Director Kozel-La Ha to sign the contract with Top Stone. Trustee Woods seconded the motion. All in favor, motion passed.

### **Assistant Director's Report**

Assistant Director Annen recapped the following:

- The June Anniversary theme was "The Great Outdoors" featuring an "Outdoor Fun Bingo" program (92 participants). The July Anniversary theme will be "Picnic in the Great Outdoors" featuring a "This or That Food Survey" for a chance to win a raffle.
- The Letterboxing location will be moved in July. There were 25 participants to date in June. The July Letterboxing participation prize is a fork utensil.
- The Summer Reading Challenge "Read Beyond the Beaten Path" has begun with 45 teen volunteers once again working the Summer Reading desk. The online forum *Beanstack* is still being used, although in its final year of the 3-year contract.
- June 30th marks the end of the fiscal year. The annual IPLAR stats begin in July. Data includes programs, material counts, budget, circulation, etc.

### **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 had no new business to report.

#### **Policy**

President Klunk had no new business to report.

#### **Legal**

Trustee Woods had no new business to report.

### **Resolution to Prepare Budget & Appropriation Ordinance 2021/22-3**

Director Kozel-La Ha explained that this Resolution is a legality from our Attorney stating that we are preparing an Appropriation budget.

Trustee Mitchell made a motion to accept Resolution 2021/22-3 approving the preparation and making available a tentative budget and appropriation ordinance. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Director Kozel-La Ha stated that the Library Attorney is suggesting that we go above the 5% to capture new growth. Doing so requires a black border ad published in the Joliet Herald. The board asked to see the language of the ad for consideration.

### **Prevailing Wage Ordinance 2021/22-5**

Trustee Bochenek made a motion to approve Ordinance 2021/22-5 Prevailing Wage Ordinance Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2022 to June 30, 2023. Whereas, the Prevailing Wage Act (820 ILCS 130/1 et seq.) 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 (the "Library District") employed in performing construction of public works, for the Library District. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

### **EXECUTIVE/CLOSED SESSION**

Trustee Dahlstrand moved to go into CLOSED Session at 8:14pm for the purpose of discussing Personnel 2(c)(1). Trustee Woods seconded the motion. All in favor, motion passed.

### **OPEN SESSION**

At 8:32pm, the board came out of closed session.

#### **Action Pursuant to Closed Session**

Trustee Dahlstrand made a motion to approve the salary increase in the range of up to 6% as proposed by Director Kozel-La Ha for staff and to approve a 4% increase for Director Kozel-La Ha. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **ADJOURNMENT**

At 8:34pm President Klunk made a motion to adjourn. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, July 25, 2022 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**EXECUTIVE/CLOSED SESSION Meeting – June 27, 2022**

At 8:14pm the Board went into EXECUTIVE/CLOSED SESSION for the purpose of discussing Personnel 2(c)(1).

**Trustees Present**

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

**Staff Present**

Sheree Kozel-La Ha, Exec Director (*departed 8:24pm*)  
Alex Annen, Assistant Director (*departed 8:24pm*)

**Trustees Absent**

Dr. Eileen McCaffrey  
Clare Lund

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