

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 26, 2023

Trustee Klunk 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
Jane Klunk
Dr. Rita Woods

Staff Present

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

Trustees Excused

Dr. Eileen McCaffrey, President
Clare Lund

AUDIENCE TO VISITORS

Trustee Klunk acknowledged library staff, and 1 member of public audience.

OPPORTUNITY for PUBLIC COMMENT

No public comment.

NEW BUSINESS

COMMITTEE REPORTS

ICS-Dan Eallonardo

Dan provided a Status Report dated June 26, 2023, an updated Issue Log, Contract and Change Order Summary, Owner's Contingency Summary, and Summary and Adjustments.

Director Kozel-La Ha noted that the library will remain open during carpet installation in the Youth Services department. Dan confirmed that the carpet adhesive meets OSHA requirements for safety. There will be fans, air purifiers, and an air scrubber machine in place to mitigate any odor.

Dan departed at 7:19pm

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from Alexi Giannoulis; IL Secretary of State/State Librarian, awarding Homer Library the Fiscal Year 2023 Per Capita Grant in the amount of \$60,119.53
- A thank you card from members of the Homer Library Book Club
- A \$3,000 donation check from the Homer Glen Foundation for StoryWalk maintenance.
- A thank you letter from Adult Services staff for being allowed to attend the Reaching Forward Conference

APPROVAL OF MINUTES

Vice President Dahlstrand made a motion to accept the minutes of the May 22, 2023 Regular Session Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

Vice President Dahlstrand made a motion to accept the minutes of the May 22, 2023 CLOSED Session Library Board meeting. Trustee Mitchell 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, 2023.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated May 31, 2023
- Transaction Detail dated June 1-28, 2023
- Deposit Detail dated May 23 - June 28, 2023
- Petty Cash report dated May 13, 2023

Vice President Dahlstrand moved to approve bills and Petty Cash dated May 13 - June 28, 2023. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Mitchell moved to approve the transfer of \$416,000 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 provided a report and recapped the highlights.

- Recent fraud situation with main account at BMO – working with BMO to rectify
- Detention area identified as invasive. The Village proceeded to implement and undertake the cost of cutting/spraying the weeds [less the cattails]. They made a verbal commitment to continue to maintain it annually.
- 4 Staff training sessions for CPR/AED with Danielle Fary of the Homer Township Fire District are on-going.
- Veteran's Memorial/Art Garden ribbon cutting date changed to Saturday, August 12 @ 10am with opportunity to walk through new Youth Services space.
- Usage is strong and take-home crafts continue to be popular
- New hires will reflect the minimum wage mandate
- Grand opening tentatively planned for October/November when furniture is in place.

Assistant Director's Report

Assistant Director Annen provided a report and recapped the highlights.

- Summer Reading is in full swing – 132 registered through the online portion
- IL Secretary of State's budget passed including \$5 million for statewide access to online resources. This includes databases, which will be a cost savings for the library.
- Appointed to serve on the ILA Award Committee 2023-2024
- The IPLAR report will begin next month
- Blood Drive on August 7 from 3-7:15pm

Other Manager's Reports

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

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President McCaffrey was not present to report.

Policy

Trustee Lund was not present to report.

Legal

Trustee Woods had no new business to report.

Resolution to Prepare Budget & Appropriation Ordinance 2022/23-3

Vice President Dahlstrand made a motion to accept Resolution #2022/23-3 Fiscal Year July 1, 2023 thru June 30, 2024 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois approving preparation and making available a tentative budget and appropriation ordinance. Whereas, the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois desires to prepare and make conveniently available to the public the District's Tentative Budget and Appropriation Ordinance for the District's fiscal year beginning July 1, 2023 and ending June 30, 2024. Now, therefore, be it further resolved that the Resolution shall be effective upon its approval, posting and publication, as provided by law. Trustee Bochenek seconded the motion. All in favor, motion passed.

Standards for IL Public Libraries – Chapter 1 & 2

Director Kozel-La Ha distributed new *Standards for IL Public Libraries* book and *IL Library Laws & Rules*. Chapter 1, 2, & 3 have been reviewed and we meet the State Standard recommendations. Further Standards for IL Libraries chapters will be reviewed through the end of the year.

ADJOURNMENT

At 7:57pm Trustee Bochenek moved to adjourn. Vice President Dahlstrand seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, July 24, 2023 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant