

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – May 22, 2023

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
Dr. Eileen McCaffrey
Dr. Rita Woods
Clare Lund

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
Cindy Bochenek, Secretary

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff, and Jeanine Reding.
Vice President Dahlstrand moved item B and C under NEW BUSINESS forward on the agenda.

NEW BUSINESS

B. Homer Township Oak Arbor Check Presentation – Jeanine Reding; President

Jeanine Reding is the President of Homer Twp. Oak Arbor, which is a volunteer service club through Gleaner Life Insurance organization. Representing the Arbor, Jeanine noted their appreciation of the ongoing partnership with the library to bring quality events and initiatives forward. Jeanine presented a \$500 sponsorship check in support of the library's Safe Driving program. Director Kozel-La Ha noted that the Oak Arbor has donated more than \$7,700 over the last several years and is a valued sponsor for many community library activities. After thanking the library trustees and staff, Jeanine departed.

C. ICS – Dan Eallonardo

Dan Eallonardo provided a Status Report dated April 23, 2023, an updated Issue Log, Contract and Change Order Summary, Owner's Contingency Summary, and Summary and Adjustments.

In summary:

- North addition - flooring is currently being installed
- West addition – working on ceiling, drywall, and painting
- Final completion estimated for October
- Additional benches will be added to the gazebo area
- Veteran's Fountain – installation is ongoing

There was a short discussion regarding pay applications/contractor payment. Dan gave a brief tour of construction areas, answered questions, then departed at 7:33pm.

OPPORTUNITY for PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A positive Google note of appreciation/review from a patron who loves the library.
- A thank you card from Trustee Bochenek in the passing of her sister.

- A letter from Liz Connelly; President of the Lemont Artist Guild thanking the library for providing space for their monthly community programs and meetings. She requested continued use of the library beginning in September through May (no December).
- A letter from Julie Tappendorf of Ancel Glink detailing information regarding a Decennial Committee.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the April 24, 2023 Regular Session Library Board meeting. Trustee McCaffrey seconded the motion. All in favor, motion passed. Public comments will be attached.

TREASURER'S REPORT

Bills / Petty Cash

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of April 30, 2023.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated April 30, 2023
- Transaction Detail dated May 3-22, 2023
- Deposit Detail dated April 25 – May 22, 2023
- Petty Cash report dated March 2, 2023

Trustee Woods moved to approve bills dated April 25 – May 22, 2023 as stated and Petty Cash dated March 2, 2023. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund moved to approve the transfer of \$700,000 to pay May bills and June payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed. Director Kozel-La Ha noted that the transfer amount involved to 2 bond payments, construction payments, and 3 payrolls in May.

EXECUTIVE LIBRARIAN'S REPORT

Director Kozel-La Ha provided a report and recapped the highlights.

- A Fiscal Year End Budget Overview Historical Chart was provided and briefly reviewed
- A Fundraiser chart was provided and briefly reviewed
- New "inclusion" programming has been established for patrons with developmental disabilities, and will include Sensory Game Night, Bingo, Job Search, etc. The library has established Sensory Kits, too.
- Dementia Caregiver Support Group continues to meet monthly
- Due to popularity, a second Adult Bingo program has been added, as well as additional programs such as: Plant Swap, Music, Kitten Cuddle, Polish Story Time, etc.
- Teen volunteers will be earning service hours for assisting at the Summer Reading desk
- Staff training is forthcoming for CPR and AED from Firefighter/Paramedic Danielle Fary.
- Estimated construction completion date is October
- We are currently at a conservative 72% of the working budget for the last 8 months

Assistant Director's Report

Assistant Director Annen provided a report and recapped the highlights.

- Vega Catalog is still in soft launch - Prairie Cat is still trouble shooting.

- The Summer Reading Challenge starts June 10 – Can You Dig It? It will also be available online through Beanstack. There will be a weekly Mystery Prize. Teen volunteers will help at the registration desk and with children's events.
- Standards for IL Public Libraries encourages continuing education. We have contracted with KnowBe4 to provide training modules over the next 3 years.
- Wi-Fi Hotspots continue to be popular, especially during vacation time.

Other Manager's Reports

Other reports are available from Lending Services, Adult Services, Teen Services, General Statistics, and the Outreach Bookmobile.

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.

NEW BUSINESS

Board Committee & Officer Appointments

Vice President Dahlstrand proposed to review the current slate. Director Kozel-La Ha gave a brief description of the duties of each officer appointment. There was a short discussion.

Trustee Mitchell nominated Trustee McCaffrey as the new Board President. Trustee Woods seconded. All in favor, motion passed. The board agreed to maintain additional existing positions. Officer positions include:

President	Trustee McCaffrey
Vice President	Trustee Dahlstrand
Treasurer	Trustee Mitchell
Secretary	Trustee Bochenek

Vice President Dahlstrand proposed to review the current committee slate. The board agreed to make the following committee changes:

Finance	Chair: Trustee Mitchell Trustee Klunk
Legal	Chair: Trustee Woods Director Kozel-La Ha
Personnel	Chair: Trustee McCaffrey Trustee Dahlstrand
Policy	Chair: Trustee Mitchell Trustee Lund
Ethics	Chair: Trustee Bochenek / 2-year term Trustee Mitchell / 2-year term Trustee Woods / 1-year term

Decennial Committee

Director Kozel-La Ha distributed a brief review of Public Act 102-1088 Decennial Committee on Local Government Efficiency Act. This introduction serves as an organizational meeting and identifies as Decennial committee members the complete Board of Library Trustees, two citizens appointed by the Board, and the Executive Library Director. Next steps will follow over the coming 18 months.

Trustee Mitchell made a motion to establish the Decennial Committee and appoint Patti Nakutis and Becky Vallejo as Committee members. Trustee Woods seconded the motion. All in favor, motion passed.

EXECUTIVE/CLOSED SESSION

At 8:31pm, Trustee Lund made a motion to go into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1). Trustee Mitchell seconded the motion. All in favor, motion passed.

At 9:00pm, the board returned to OPEN SESSION.

Trustee Lund made a motion to approve the allocation of funds not to exceed \$50,000. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Lund made a motion to approve a 2% increase for the Library Director. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 9:02pm Trustee Mitchell moved to adjourn. Trustee Woods seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, June 26, 2023 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant