

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 25, 2023

President McCaffrey called the meeting to order at 7:02pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President
Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Dr. Rita Woods
Jane Klunk

Staff Present

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

Trustees Excused

Cindy Bochenek, Secretary
Clare Lund

Trustee Klunk made a motion to appoint Trustee Woods as interim Secretary in Trustee Bochenek's absence. Trustee Mitchell seconded the motion. All in favor, motion passed.

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff, visitor, and Library Consultant Dan Eallonardo.

OPPORTUNITY for PUBLIC COMMENT

No public comment.

NEW BUSINESS

B. ICS Review

Dan Eallonardo provided a review of the following: Status Report dated September 25, 2023, an updated Issue Log, Contract and Change Order Summary, Owner's Contingency Summary, and an Allowance Summary and Adjustments Report.

In summary:

- We have temporary occupancy for both additions. Permanent occupancy should be obtained within the next few weeks for both.
- Waiting for additional furniture
- Working on punch list
- Final completion estimated - Dec 6
- Not construction related - Electrician doing upgrades tomorrow

Dan departed at 7:12pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from the Village of Homer Glen awarding us the Community and Nature Award
- A letter from the Village of Homer Glen Ability Awareness Committee funding a sensory bubble wall.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the August 28, 2023 Special Session Library Board meeting. Trustee Woods seconded the motion. All in favor, motion passed.

Trustee Klunk made a correction to the August 28, 2023 Regular Session minutes as follows: first paragraph changing the name *Trustee Klunk McCaffrey* to *Trustee Klunk*.

Trustee Woods made a motion to accept the minutes of the August 28, 2023 Regular Session Library Board meeting as amended. Trustee Klunk 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 August 31, 2023.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated August 31, 2023
- Petty Cash dated July 18, 2023
- Transaction Detail dated September 1-25, 2023
- Deposit Detail dated August 29 – September 25, 2023

There was a short discussion.

Trustee Woods moved to approve bills dated August 29 – September 25, 2023 as stated. Trustee Klunk 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 \$282,100 to pay September bills and October 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.

EXECUTIVE LIBRARIAN'S REPORT

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

- Construction is mostly completed – awaiting furniture
- Grand Opening event planned Nov 13-18 – working on invitation
- Levy is provided in board packets. Levy equates to 1.8% of resident tax bill – reduced \$170,000 less than last year
- Thankful to the Village & Ability Awareness Committee for funding the sensory wall
- Kindergarten tours return this fall
- Currently 6% under projected working budget
- Fall programs include Craft Swap, Craft Fair, and a Costume Swap partnered with Dan Kenney
- Sunday hours resume 4-8pm

Assistant Director's Report

Assistant Director Annen provided a report and recapped the highlights.

- Prairie Cat VEGA catalog still in launch
- e-Books now in catalog
- Working on Policy with Trustees Lund and Mitchell
- Submitted IL Public Library Internet Survey
- Cyber Security training for staff this month

Other Manager's Reports

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

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President McCaffrey had no new business to report.

Policy

Trustee Mitchell noted that the committee is currently reviewing policies.

Legal

Trustee Woods had no new business to report.

NEW BUSINESS

C. Truth in Taxation Certificate

Director Kozel-La Ha gave a brief explanation. Certificate requires signature from President McCaffrey.

D. Adopt Levy Ordinance FY 2023/24-2

Trustee Klunk made a motion to adopt Ordinance 2023/24-2 for the Levy and Assessment of taxes for the fiscal year beginning July 1, 2023, and ending June 30, 2024, of the Homer Township Public Library District, Will County, Illinois.

Be it ordained by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois: That pursuant to authority vested in it by law, including the Illinois Public Library Act of 1991, the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, does hereby find, declare, and ordain that the total amount of appropriations required to be assessed, levied and collected from the tax levy of the current fiscal year, in order to meet and defray all the necessary expenses and liabilities of said Public Library District, including the General Corporate Library Fund, the Illinois Municipal Retirement Fund, the Social Security/Medicare Fund, the Liability/Insurance Fund, the Audit Fund, and the Alternate Bond Repayment and Alternate Bond Repayment 2022 Fund is \$2,822,000.

The aforesaid amount of \$2,580,000 hereby is levied as the General Corporate Library Fund. The foregoing appropriations are appropriated for the General Corporate Library Fund for corporate purposes from the proceeds of the general public library property tax.

This Ordinance shall take effect and be in full force and effect immediately on and after its approval, passage and posting as required by law.

Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

E. Resolution 2023/24-2 LIMRiCC Administrative Amendments

Director Kozel-La Ha gave a brief explanation.

Trustee Klunk made a motion to approve Resolution 2023/24-2 amending the amended Intergovernmental Agreement providing for Risk Management and authorizing memberships in the Library Insurance Management and Risk Control combination to allow for administrative amendments to the Intergovernmental Agreement.

Whereas, the Intergovernmental Agreement providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (LIMRiCC) (hereinafter referred to as "Agreement") has been amended from time to

time by the Members of LIRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice.

It is proposed that globally, the Agreement shall largely remove the distinction between the "Purchase of Health Insurance Plan" ("PHIP") and the "Self-Insured Health Insurance Plan" ("SHIP). These acronyms will largely be combined under the acronym "HIP" referring generally to "Health Insurance Plan." The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

This Resolution shall be in full force and effect immediately upon its adoption.

Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

F. Resolution 2023/24-3 LIMRiCC Substantive Amendments

Trustee Klunk made a motion to approve Resolution 2023/24-3 amending the amended Intergovernmental Agreement providing for Risk Management and authorizing membership in the Library Insurance Management and Risk Control combination to allow for substantive amendments to the Intergovernmental Agreement.

Whereas, the Intergovernmental Agreement providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (LIMRiCC) (hereinafter referred to as "Agreement") has been amended from time to time by the Members of LIRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice.

Whereas, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement.

This Resolution shall be in full force and effect immediately upon its adoption.

Trustee Dahlstrand seconded the motion. A roll call vote was taken. Trustee Woods abstained. All in favor, motion passed.

G. Other

Trustee Klunk made a motion to approve Resolution 2023/24-4 providing for the continuation of an intergovernmental agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC).

Be it resolved by the Board of Homer Township Library (hereinafter referred to as the Library) as follows:

This Resolution is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Library Systems Act, and the Illinois Public Library District Act (or the Illinois Local Library Act where applicable).

The Library Insurance Management and Risk Control combination (LIMRiCC) has heretofore been established by Intergovernmental Agreement among existing public libraries and library systems to provide the following programs: The unemployment compensation program.

That the President and Secretary of this Library are, therefore, authorized and directed to execute and Intergovernmental Agreement providing for risk management and authorizing Membership in LIMRiCC for the programs hereinabove indicated, the

Intergovernmental Agreement to conform substantially to the Intergovernmental Agreement attached hereto as Exhibit A and effective on December 1, 2015. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 7:56pm Trustee Klunk moved to adjourn. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, October 23, 2023 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant