

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 22, 2020

Trustee Dahlstad called the meeting to order at 3:04pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Dr. Rita Woods
Clare Lund, (Acting Secretary)

Staff Present

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

Trustees Excused

Jane Klunk, President (via phone 3:15 - 3:38 pm)
Cindy Bochenek, Secretary
Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff.

Vice President Dahlstrand appointed Trustee Lund as Acting Secretary in Trustee Bochenek's absence.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from IL State Librarian Jesse White awarding Homer Township Library the \$48,823.75 Per Capita Grant. Funds must be expended by December 2021.
- An email update from ILA stating that there has been a funding increase for Per Capita Grants for public libraries for fiscal year 2021.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the June 2, 2020 Regular Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

Trustee Lund made a motion to accept the minutes of the June 2, 2020 CLOSED Session Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

NEW BUSINESS

General Obligation Refunding Library Bond Ordinance 2019/20-6

At 3:15 pm Vice President Dahlstrand welcomed Bob Lewis; PMA Securities via phone. President Klunk was also present via phone at this time.

A bond index report and Refunding of Series 2012 Bonds was made available to the board for review. There was a discussion. President Klunk is in favor of paying down \$50,000 of the bonds. Board was in agreement.

Bob Lewis signed off from the meeting at 3:35 pm.

President Klunk also stated that she was in support of the diversity statement posted on the library website. President Klunk signed off at 3:38 pm.

Trustee Woods made a motion to pass Bond Ordinance 2019/20-6, an Ordinance authorizing and providing for the issuance of not to exceed \$2,100,000 General Obligation Refunding Library Bonds (Alternate Revenue Source), Series 2020, of the Homer Township Public Library District, Will County, IL, for the purpose of refunding certain outstanding alternate revenue bonds of said District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof. Trustee Lund seconded the motion. All in favor, motion passed.

Trustee Mitchell made a motion to pay down an additional \$50,000 of the current bond before refinancing. Trustee Woods seconded the motion. A roll call vote was taken. 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, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated May 31, 2020
- Transaction Detail dated June 1-22, 2020
- Deposit Detail dated June 1-22, 2020

Trustee Woods moved to approve bills dated June 1 – 22, 2020 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Mitchell moved to transfer \$244,000 for June bills and July 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 recapped the Director's Report:

- 2 charts were provided: Budget Overview and Donor/Fundraiser chart
- We are conservatively at 76% of expenditures at 11 months of the fiscal year
- COVID Realm Study now states quarantine of materials is 3 days. Second part of study forthcoming. We are currently quarantining for 7 days.
- We have started accepting book donations
- Per Capita Grant funding of \$48,823.75 was received
- A Statement Against Racism was posted on the library website
- This year's topic for In-Service is Resiliency. There will be 3 speakers via zoom.
- The Phased Re-Opening Plan mimics the Restore IL Plan. We are currently in Phase 3. There was a short discussion regarding the plan.
- Every Tuesday and Thursday we do a Free Book/Free Craft give-away. We gave away approximately 400 items the first week.
- Curbside service saw 856 orders in the first week.
- 1400 items were returned the first 2 weeks – 5300 items are still checked out
- Per RAILS, if a library offers curbside service they are considered open
- The Phased Plan is posted on the website. We have not received any comments.

- We may need to implement contact tracing when we allow patron indoor visits. There was a short discussion.
- No projected reopen date right now – more discussion at July board meeting

Other Manager's Reports

Reports are available in Trustee packets from Circulation, Adult Services, Teen Services, Youth 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

Patron Policy Addendum

Trustee Lund made a motion to adopt an Addendum to the policy Governing Patron Behavior which includes the last paragraph regarding Face Covering/Face Mask Requirement. Trustee Mitchell seconded the motion. All in favor, motion passed.

There was a short discussion regarding reopening.

Legal

Trustee Woods had no new business to report.

Prevailing Wage Ordinance #2019/20-5

Trustee Woods made a motion to accept Ordinance #2019/20-5 Prevailing Wage Ordinance Homer Township Public Library District Will County, IL for Fiscal Year July 1, 2020 to June 30, 2021.

Whereas, the Prevailing Wage Act requires that the Library District and/or the IL 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, IL employed in performing construction of public works, for the Library District.

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

Preparation Tentative Budget & Appropriation Resolution #2019/20-3

Trustee Lund moved to accept Resolution #2019/20-3 Fiscal Year July 1, 2020 thru June 30, 2021 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL 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, IL 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, 2020 and ending June 30, 2021. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Election Day State Holiday

Governor Pritzker has declared November 3, 2020 Election Day a state holiday. Due to Covid-19, the library will be open for polling, but closed to the public. Minimal staff will

be onsite to open and close for judges and voters. November 3, 2020 will not be listed on the holiday schedule, and will be reevaluated next year.

EXECUTIVE CLOSED SESSION

Personnel 2(c)(1)

Trustee Mitchell moved to enter into CLOSED SESSION at 4:40pm. Trustee Lund seconded the motion. All in favor, motion passed.

At 5pm the board resumed open session.

Trustee Woods moved to award Management/Admin staff a one-time bonus and approved a 3% annual salary increase to be distributed to library staff. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

At 5:01pm Trustee Dahlstrand adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, July 27, 2020 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION – June 22, 2020

At 4:40pm the board went into CLOSED SESSION for the purpose of discussing personnel 2(c)(1).

ROLL CALL

Trustees Present

Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Dr. Rita Woods
Clare Lund

Staff Present

Sheree Kozel-La Ha, Executive Director

Trustees Excused

Jane Klunk, President
Cindy Bochenek, Secretary
Dr. Eileen McCaffrey

EXECUTIVE/CLOSED SESSION

Personnel 2(c)(1)

At 4:40 pm Trustee Mitchell moved to go into Closed Session for the purpose of discussing personnel. Trustee Lund seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 5:00 pm the board resumed Open Session.

Respectfully submitted,

Patti Nakutis

Administrative Assistant