

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – October 26, 2020**

President Klunk called the meeting to order at 7:04pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Dr. Eileen McCaffrey  
Clare Lund

**Staff Present**

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

**Trustees Excused**

Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Dr. Rita Woods

**AUDIENCE TO VISITORS**

President Klunk acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A letter from IL State Librarian Jesse White regarding Family Reading Night on November 19, 2020 under the *Dig Deeper* theme.
- A letter to IL State Library Director Greg McCormick signed by 150+ IL Library Director's asking for COVID-19 guidance for libraries, specifically quarantine and building safety recommendations.
- A letter from Chipotle/Homer Glen awarding \$128.17 for our recent Fundraiser Night.
- An email from a library patron thanking the library for the free teen books.
- An email from a library patron regarding their love for the library!
- An email from a library patron thanking the library for the Scholastic Teachables handouts.

**APPROVAL OF MINUTES**

Trustee Dahlstrand made a motion to accept the minutes of the September 28, 2020 Regular Session Library Board meeting. Trustee Lund 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 September 30, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated September 30, 2020
- Transaction Detail dated October 1 - 26, 2020
- Deposit Detail dated September 29, 2020 – October 26, 2020

Trustee Dahlstrand moved to approve bills dated October 1-26, 2020 as stated. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **Transfer of Funds**

Trustee Lund moved to transfer \$110,000 for November bills and December payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee McCaffrey seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **DIRECTOR'S REPORT**

Director Kozel-La Ha recapped the Director's Report:

- We celebrate our 7-year anniversary of the construction/expansion. We will begin planning a 40-year anniversary celebration of serving the community; slated for 2022.
- Our new building project was put on hold this year, but will be discussed in the future. Some ideas included adding program and social space, repurposing the Teen room, etc. The HVAC system is under review. Consultant Dan Eallonardo will attend the November board meeting to discuss.
- Homer Library has expanded to a 6-day opening with increased hours. Most visitors are in and out, averaging 12 per hour, and 53 per day. There has been very limited computer use with most patrons visiting the new book and children's sections.
- A letter was received from RAILS Director Dee Brennan regarding reducing the time of delivery items to a 3-day quarantine. There was a short discussion. The board agrees to keep quarantine at 7-days after review of the REALM study as a continued safeguard.
- As of Friday, October 23, new restrictions limit the building capacity from 50 to 25, including patrons and floor staff. There was a short discussion. A legal opinion is being sought as to whether the library falls under the rule of 25% capacity. If so, the capacity would be 50.
- Lisa Freisleben was hired for the Youth Services department. She will begin training November 16. Circulation Manager Studer will be hiring someone for Lending as well.
- If the state does not see a reduction in COVID-19 positivity rates, Will County could move into Step 2 litigation, which would reduce our capacity limit even more. Step 3 would be a shut down.
- At the recent ILA Conference, keynote speaker, Eric Klineberg, noted that libraries have been very nimble in their ability to evolve their infrastructure, especially evident in these challenging times. He noted that libraries should be aggressively welcoming incoming patrons and continue to be spaces "where community happens."
- Adult Services Manager Annen and Teen Services Librarian Colby were presenters at the ILA Virtual Conference as part of the iRead Committee. Alex is the iRead Chair this year and Heather is the YA Forum liaison.

## **Other Manager's Reports**

Department Reports are available in Trustee packets from Circulation, Adult Services, Teen Services, Youth Services, and the Bookmobile, as well as staff Conference Reports.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell was not present to report.

#### **Personnel**

President Klunk had no new business to report.

**Policy**

President Klunk had no new business to report.

**Legal**

Trustee Woods was not present to report.

**ILA Conference Reports**

Available under Department Reports.

**EXECUTIVE CLOSED SESSION**

At 7:55pm Trustee Dahlstrand made a motion to go into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1). Trustee McCaffrey seconded the motion. All in favor, motion passed.

At 8:10pm Trustee Dahlstrand made a motion to come out of CLOSED SESSION. Trustee Lund seconded the motion. All in favor, motion passed.

**ADJOURNMENT**

At 8:12pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, November 30, 2020 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION Meeting – October 26, 2020**

The board went into CLOSED SESSION at 7:55pm.

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Dr. Eileen McCaffrey  
Clare Lund

**Staff Present**

Sheree Kozel-La Ha, Executive Director

**Trustees Excused**

Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Dr. Rita Woods

**AUDIENCE TO VISITORS**

President Klunk acknowledged library staff.

**EXECUTIVE CLOSED SESSION**

At 7:56pm Trustee Dahlstrand made a motion to go into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1). Trustee McCaffrey seconded the motion. All in favor, motion passed.

There was a short discussion regarding Personnel 2(c)(1) and staff vacancies.

At 8:10pm Trustee Dahlstrand made a motion to come out of CLOSED SESSION. Trustee Lund seconded the motion. All in favor, motion passed.

**ADJOURNMENT**

At 8:12pm President Klunk adjourned the regular meeting.

The next regularly scheduled board meeting will be on Monday, November 30, 2020 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant