

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 22, 2021

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
Cindy Bochenek, Secretary
Kitty Mitchell, Treasurer
Clare Lund
Dr. Eileen McCaffrey

Staff Present

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

Trustees Excused

Dr. Rita Woods

AUDIENCE TO VISITORS

President Klunk acknowledged library staff and Library Consultant Dan Eallonardo of Independent Construction Services.

NEW BUSINESS

Long Range Planning – Dan Eallonardo

Dan reviewed a power point (the same one presented last year by Architect firm Engberg Anderson). Engberg Anderson had created general concepts in 2020 after discussion and site visits to determine need.

Areas of discussion include space for a community use and program room (adjacent to the Youth area), re-purposing areas of the library such as the Teens, New Book section, Magazine area, and expansion of the Meeting Room. Eallonardo stated that this would likely be the final build-out based on the size of our property.

Eallonardo stated that there is the option to sell bonds as rates are currently very favorable for borrowers.

The existing meeting room holds 40 people. A proposed expansion would increase that amount. If an addition was added adjacent to the current YS department, that area would hold programs for adults, teens and children. Although challenging during these times, Eallonardo suggested visiting neighboring libraries for ideas.

To start construction in spring 2022, designs would need to be finalized by late spring/early summer 2021. Bids are most advantageous in Feb/Mar. The Director has asked Eallonardo to review plans at an upcoming Management Meeting. He exited the meeting at 7:56pm.

Director Kozel-La Ha favors a maximum expansion on the north side of the building. Assistant Director Annen was in agreement. Director Kozel-La Ha prefers not to have a second entrance (this would require a firewall and additional staff to man the entrance). Capital funds can also be used for furniture and updating public computers. Another expense to consider is the additional staff required to serve an expanded area.

There was a short discussion. The Board was in agreement to pursue Option E considering further input from the architect and management staff. Director Kozel-La Ha would like to hold a portion of funds in reserve, use a portion of current capital, and consider to bond a portion, as determined with financial advice that will be sought.

A new Bookmobile will cost approximately \$250,000 and this may be offset by reducing the size of the bus. This purchase would be in addition to the expansion. The Library Accountant and Auditor will both be in attendance next month for their annual visit. Director Kozel-La Ha will invite Architect Joe Huberty; Engberg Anderson, to the April or another spring board meeting.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- (6) thank you messages from staff
- A staff email regarding a patron who was grateful for our Tue/Sat give-away

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the January 25, 2021 Regular Session Library Board meeting. Trustee Bochenek 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 January 31, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated January 31, 2021
- Transaction Detail dated February 1-24, 2021
- Deposit Detail dated January 26, 2021 – February 24, 2021

Trustee Dahlstrand moved to approve bills and petty cash dated January 25 – February 24, 2021 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 \$110,000 for February bills and March payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Lund 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:

- The COVID positivity rate continues to drop – Homer is currently 2.8%
- We have extended hours until 3pm, 7 days a week
- In January we handed out 1,421 free craft kits and 260 free book bags
- All computer passwords were updated on Presidents Day
- We held a staff training session this month – *Connect Behind the Mask*
- Sexual Harassment Training (by RAILS) is upcoming in April or May
- Autism Training will be offered to the full staff in March

- The library will be closed on June 11 for In-Service training – the draft agenda is currently being planned
- The budget is currently very conservative at 46% at the 7-month mark
- The Per Capita Grant has been submitted
- A grant request has been submitted to Old Plank Trail Bank
- A \$4000 donation was received from BMO Harris Bank
- Director Kozel-La Ha and Assistant Director Annen attended a Planning meeting with the Village of Homer Glen
- The Village of Homer Glen celebrates its 20th Anniversary this year. We will coordinate the Bookmobile to attend some of the Village events and the library will host a 20-year exhibit in the display case.
- The Village of Homer Glen will hold “Homer for the Holidays with Santa” as a community “drive-by” this December. The library will host Santa the following day at the library as part of coordinated efforts on behalf of our community.
- The library will host a 20-year display of Homer Glen in the display case
- Play-aways and Wonder books to begin soon

NEW BUSINESS

Little Food Pantry

Director Kozel-La Ha is looking to establish a Little Food Pantry, commonly referred to as a Micro Pantry at the library entrance. She has discussed this as a partnership with other community organizations to help steward it. Statistics gathered by Assistant Director Annen regarding lunch programs in the community note that there is a need. Commonly referred to as a community issue called: facing food insecurity, the micro pantry would serve many and have the added benefit of being anchored at a busy community location. It would be custom built and library staff or other groups would be scheduled to monitor it on a daily/weekly basis.

COVID-19 Quarantine of Materials

RAILS has gone to a 1-day quarantine for bin deliveries. The REALM study reveals that COVID endures on materials for 6 days. Director Kozel-La Ha has continued to remain at 7 days quarantine. The Board agreed to continue this.

EXECUTIVE LIBRARIAN'S REPORT

Assistant Director's Report

Assistant Manager Annen recapped the following:

- *Are You Yeti to Read* Winter Reading Challenge brought in participants through Beanstack (online), as well as a paper log option (44 participants to date).
- *Reading Colors Your World* Summer Reading Challenge will also be on paper and through Beanstack.
- There will not be any teen volunteers for summer reading this year.
- Annen has 1 more year to serve on the IREAD Committee.
- March 1 kicks off the “Chick it Out” 21-day incubation/chick hatch. This will be live streamed.

Other Manager's Reports

Director Kozel-La Ha noted that the Adult Services report included a note that one of the participants for our Chicago Food Tour program was from Las Vegas! Trustee Lund also noted how much her children loved the Snowflake letter program (anchored by the Bookmobile staff, who responded with a note to each letter Homer Library received).

Other 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 had no new business to report.

Policy

President Klunk had no new business to report.

Legal

Trustee Woods was not present to report.

Other

Election Day is Tuesday, April 6. We are a double polling place. Director Kozel-La Ha requested approval to close the library for regular services, but open to voters only.

Trustee Lund made a motion to close the library on Tuesday, April 6, 2021 to the general public and only open to voting for election day. Trustee Mitchell seconded. All in favor, motion passed.

Trustee McCafferty made a motion to close the library on Friday, June 11, 2021 for the purpose of holding staff in-service day. Trustee Bochenek seconded. All in favor, motion passed.

EXECUTIVE CLOSED SESSION

Personnel 2(c)(1)

At 9:02pm Trustee Dahlstrand made a motion to go into closed session for the purpose of discussing Personnel 2(c)(1). Trustee Bochenek seconded. All in favor, motion passed.

OPEN SESSION

At 9:40pm the board returned to open session.

ADJOURNMENT

At 9:40pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, March 22, 2021 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION – February 22, 2021

ROLL CALL

Trustees Present

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

Staff Present

Sheree Kozel-La Ha, Executive Director

Staff Excused

Alex Annen, Assistant Director
Carol Mc Sweeney, Business Manager
Patti Nakutis, Administrative Assistant

Trustees Excused

Dr. Rita Woods

PERSONNEL 2(c)(1)

At 9:02pm the Board went into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1).

ADJOURNMENT

The Board came out of CLOSED SESSION at 9:40pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant