

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – May 24, 2021

President Klunk called the meeting to order at 7:03pm, 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 (7:04pm)

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

President Klunk administered the Oath of Office to newly elected Homer Township Public Library District Trustees: Clare Lund, Dr. Eileen McCaffrey, Kathryn Mitchell, and Dr. Phyllis Dahlstrand.

Election of Officers

President Klunk opened the floor to Board Officer nominations.
The board was in agreement to keep the current positions as follows:
President: Trustee Klunk
Vice President: Trustee Dahlstrand
Treasurer: Trustee Mitchell
Secretary: Trustee Bochenek

Board Committee Appointments

The board was in agreement to maintain current nominations as follows with a change to the Policy Committee:

Finance: Trustee Mitchell; Chair
Trustee McCaffrey
Legal: Trustee Woods; Chair
Director Kozel-La Ha
Personnel: Trustee Mitchell; Chair
Trustee Dahlstrand
Policy: President Klunk; Chair
Trustee Lund

Appointment of Ethics Commission Members *(One 1-year term and two 2-year terms)*

The board was in agreement to maintain current nominations as follows:
Ethics: Trustee Bochenek; Chair
Trustee Mitchell
Trustee Woods

AUDIENCE TO VISITORS

President Klunk acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- (1) Tax appeal was received from the Will County Board of Review.
- The proposed Micro Pantry costs are being reviewed. One bid is approximately \$900, another was tentatively noted as \$500. We will verify that the lower quote is still valid due to increased lumber costs.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the April 26, 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 April 30, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated April 30, 2021
- Transaction Detail dated April 26 – May 24, 2021
- Deposit Detail dated April 27– May 24, 2021

Trustee Dahlstrand moved to approve bills dated April 26 – May 24, 2021 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee McCaffrey moved to transfer \$351,000 for May bills and June payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek 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:

- A brief overview was given regarding the Statement of Assets, Liabilities and Fund Balances
 - We were advised by our PMA Bond Agent that we can self-fund the construction project with bonds. PMA will be at the July board meeting to discuss further.
- Revisions to architect plans – revised plans show a double wide entry (by New Books) into a 4-season community use sunroom/atrium
 - Architect meeting with the Village scheduled
 - There was a short discussion regarding expansion and bonds
- Several staff are strong participants in a variety of statewide Library Committees.
- Director Kozel-La Ha noted that she has been elected as Gleaner IL State President
- In-service Employees Training Day (via Zoom) will be held on Friday, June 11
- We will participate in the Jim Durkin Summer Reading Program (no ice cream social due to COVID)
- A ribbon cutting celebration will take place (date to be determined) for our new Micro Pantry
- Bridie O'Connor (Bookmobile staff) is resigning, effective June 2
- The Bookmobile is attending community events, including the Kite Fest which brought 600+ visitors
- The first Village Farmers Market included "Touch a Truck" (Bookmobile did not attend)
- Proposed changes to current Fax charges:

- Eliminate the charge for faxes (intake = nominal at approx. \$50 month). The board was in agreement.

Assistant Director's Report

Assistant Director Annen recapped the following:

- Annen applied for the Google Career Certificates grant. If awarded, this would be open to the public for participation
- We have started the second round of Reference questions for the annual IPLAR report
- Job openings for Bookmobile and part time Reference (Help Desk assistance) have been posted

Other Manager's Reports

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

Ethics

Trustee Bochenek had no new business to report.

Meeting Date Ordinance 2020/21-4

Trustee Dahlstrand made a motion to accept the Meeting Date Ordinance 2020/21-4 of the Homer Township Public Library District, Will County, IL for Fiscal Year July 1, 2021 to June 30, 2022. That the regular meetings of the Board shall be held on Monday evenings as listed. Passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, IL this 24th day of May 2021. Trustee Lund seconded. All in favor, motion passed.

June 24 Community Fest Event 5pm Closing

Director Kozel-La Ha stated that the Village has requested that the library close at 5pm on Thursday, June 24 for HomerFest. They have requested the use of the library parking lot. The board was in agreement.

COVID-19 Update

Director Kozel-La Ha stated that we are currently in the "Bridge Phase" which raised our capacity limit to 100.

- We are still actively considering outdoor programs and light indoor programs
- Mask mandate remains in place. Most neighboring libraries are doing "masks recommended" - staff won't "police" situations. We will continually address the mask recommendation again at future meetings and as we move into new phases.

- We will eliminate quarantine of materials on June 1
- We will slowly and conservatively add back seating
- We will be adding periodicals to the shelves at a future point
- Outdoor patio style seating has been added at the front of the library

EXECUTIVE CLOSED SESSION

At 8:09pm 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.

Director Kozel-La Ha, Assistant Director Annen, Business Manager McSweeney and Administrative Assistant Nakutis were excused from Closed Session.

OPEN SESSION

At 8:27pm the board resumed open session.

Trustee Bochenek made a motion to come out of closed session. Trustee Dahlstrand seconded. All in favor, motion passed.

Trustee McCaffrey made a motion to accept personnel increases at 3% across the board for fiscal year 2022. Trustee Dahlstrand seconded. A roll call was taken. All in favor, motion passed.

President Klunk noted their appreciation for all the challenges endured by staff over the past year.

ADJOURNMENT

At 8:29pm the meeting was adjourned.

The next regularly scheduled board meeting will be on Monday, June 28, 2021 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – May 24, 2021

The board went into CLOSED SESSION at 8:09pm.

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

Trustees Excused

Dr. Rita Woods

EXECUTIVE/CLOSED SESSION

The board went into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1).

ADJOURNMENT

At 8:27pm the board concluded CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Administrative Assistant