

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – September 27, 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

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
Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

President Klunk acknowledged Nanette Andersson; Architect – Engberg Anderson, Dan Eallonardo; Library Consultant – Independent Construction Services, and library staff.

NEW BUSINESS

Engberg Anderson Overview

- Nanette presented an overview of design updates based on staff review.
 - North addition (Youth Services) and west addition (Reading Room)
 - Renovations to Magazines, Teen room, and storage
 - Magazines renovation – glass wall under discussion
 - Add door to current laminator room
- West Reading Room addition:
 - Blinds on windows similar to existing meeting room
- Exterior
 - Exterior brick is still available from former remodel
 - Remove the berm on the north/northwest side
 - Move flag pole and bike rack
 - Enclose section to the north of the front door for outside storage
- Parking spaces currently = 75. Addition will bring total to 86.
 - Possible connecting sidewalk to Heritage Park
 - New outdoor, brick, (double sided) sign – with name and address
 - Same sign lettering will be above the front entrance “LIBRARY”
- Art Garden
 - Add a gazebo
 - Place (existing) painted rocks into a “riverbed” pattern
 - Electricity will be available
- A virtual meeting is scheduled with the Village on Wed, Sept 29
- LED lighting in all new space; complete retrofit partially undertaken, currently have smart light technology in place.
- Schedule moved out 1 month. Final completion hoped for November, 2022

ICS Review

- Dan stated that the \$4.1 million estimate will be reviewed for next month's board meeting. He noted the schedule and time frame may need additional time. There was a short discussion regarding the budget.
- Dan recommends holding off on furniture bids.
- Dan and Director Kozel-La Ha did a walk-thru earlier in the day and he provided an overview.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A check in the amount of \$42.37 was received from the Panera Bread fundraiser.
- A thank you card was received from Barbara of Cards of Hope regarding the high volume - 750 cards! - submitted by the library teens.
- A thank you card was received from the Lauer Family regarding the amazing library programs and services.
- (2) thank you cards were received from former Youth Services Assistant Manager Kathy Langford. There was a brief discussion regarding the position vacancy.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the August 23, 2021 SPECIAL Session Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

Trustee Lund made a motion to accept the minutes of the August 23, 2021 Regular Session Library Board meeting. Trustee Mitchell 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, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated August 31, 2021
- Petty Cash dated March 29, 2021
- Transaction Detail dated August 24 - September 27, 2021
- Deposit Detail dated August 24 – September 24, 2021

Trustee Mitchell moved to approve bills dated August 24 – September 27, 2021 and Petty Cash as stated. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Bochenek moved to transfer \$180,000 for August bills and September payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Dahlstrand 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:

- We welcomed new staff member Jessica Winterstein in the Adult/Teen Services Department.
- The Bookmobile will be at the Village Trunk or Treat. We are preparing 2,000 treats.
- Director Kozel-La Ha will be working the Senior Harvest at American Legion on October 20.

- The budget is currently at 12% at the 2-month mark (it was at 16% the same time last year). There was a brief discussion.
- ILA (virtual) Conference will be held Oct 12-14. State Standards suggest that staff and Trustees take part in one training per year. Please advise if interested in registering.
- The audit is complete.
- Carpet and upholstery have been cleaned.
- HVAC filters and air handler has been cleaned.
- The Used Book Sale brought in \$2,360.
- Live, recorded, and zoom programs are ongoing.
- The Patron Policy was updated to address Executive Orders without noting specific ones. This allows us to adhere continually with every Executive Order.

Trustee Dahlstrand made a motion to accept the revision of policy as written. Trustee Mitchell seconded. All in favor, motion passed.

Assistant Director's Report

Assistant Director Annen recapped the following:

- The annual Shark Bank Contest was a success with Mayor Yukich awarding a "Mayor's Choice" this year.
- The Used Book Sale resulted in record sales. Leftover books are donated to Discovery Books.
- Social media is currently under review. We will be sampling a trial of "Hootsuite" to merge Facebook, Instagram, and Twitter.
- "Try-It IL" starts next month and runs through November. This program allows libraries the opportunity to try new databases on a temporary free trial basis. This is also open to patrons.
- Alex will continue to assist with the 2023 iRead Resource Guide due to limited volunteers.
- 27 Google Career Certificates have been filled out. We have 50 available (total).
- Included in the Board packets is a new graph of library statistics.
- Patti Nakutis and Jody Olivieri are working on a "scarecrow" for the Village Scarecrow Walk, to represent the Library.

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.

Truth in Taxation Certificate

The Certificate was made available for review and was signed by the Trustees.

Adopt Levy Ordinance FY 2021/22

Trustee Lund made a motion to accept the Ordinance for the Levy and Assessment of taxes for the fiscal year beginning July 1, 2021 thru June 30, 2022 of the Homer Township Public Library District, Will County IL. Adopted and approved on this 27th day of September, 2021 pursuant to roll call vote as follows. Trustee Dahlstrand seconded. A roll call vote was taken. All in favor, motion passed.

COVID-19 Update

Last month the positivity rate was at 6.8%. It is currently 4.2%.

ADJOURNMENT

At 8:33pm President Klunk moved to adjourn.

The next regularly scheduled board meeting will be on Monday, October 25, 2021 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant