

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Meeting – August 22, 2022

President Klunk called the meeting to order at 6:30pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
Cindy Bochenek, Secretary
Kitty Mitchell, Treasurer
Dr. Eileen McCaffrey
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

AUDIENCE TO VISITORS

President Klunk acknowledged library staff.

NEW BUSINESS

Public Review of Budget & Appropriation 2022/23-1

No public in attendance.

ADJOURNMENT

At 7:01pm Trustee Lund made a motion to adjourn. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – August 22, 2022

President Klunk called the meeting to order at 7:01pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
Cindy Bochenek, Secretary
Kitty Mitchell, Treasurer
Dr. Eileen McCaffrey
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

AUDIENCE TO VISITORS

President Klunk acknowledged Dan Eallonardo and library staff.

PUBLIC COMMENT

No public in attendance.

NEW BUSINESS

Construction / ICS – Dan Eallonardo

- No significant changes as project moves along
 - Contract schedule will likely extend into May 2023
 - Windows due mid-December
 - West addition - roof going on this week or next, followed by insulation and partition through the existing wall
 - North addition – pouring floor tomorrow morning followed by framing, then roof
 - Working on pond – increasing size slightly
 - Underground piping for storm drains in the next few weeks
 - Working on engraving for base of water ball
 - Payment due to contractor this month – after that payment he will be paid 16% of total
 - Mechanical contractor was here today to investigate ductwork
 - Dan notes the north addition is priority due to adjacent YS work
- There was a brief discussion. Dan departed the meeting at 7:11pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- An email was received regarding the Mike Hike Foundation that the 5K Mike Hike Run/Walk is retiring.
- (2) thank you notes from former staff Bookmobile Driver Maryellen Reed regarding her retirement.
- A thank you note from Sister Dolores Blahausof Marian Village for the birthday cards created by the Library Volunteer Teens.
- A letter from Ana Koval, President/CEO I&M Canal Corridor Association regarding the 175th Anniversary of the I&M Canal in 2023.
- A letter from Joe Natale; IL State Library regarding the Small Business Administration Grant.

There was a short discussion regarding an incident at the Village as well as permit fees.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the July 25, 2022 Regular Session Library Board meeting. Trustee Mitchell seconded the motion. All in favor, motion passed.

Trustee Lund made a motion to accept the minutes of the July 25, 2022 CLOSED 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 July 31, 2022.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated July 31, 2022
- Transaction Detail dated July 28 – August 24, 2022
- Deposit Detail dated July 25 – August 22, 2022

Trustee Dahlstrand moved to approve bills dated July 28 – August 24, 2022 as stated and Petty Cash dated August 22, 2022 as corrected. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee McCaffrey moved to transfer \$119,367.97 from Old Plank Trail Bond Account to Old Plank Trail General Account to pay July construction costs. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to transfer \$203,000 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 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:

- Currently at 7% of expenditures (12% is normal)
- Statistics show strong usage
 - 505 items added to collection this month
 - 41 teens participated in Summer Volunteer Program
- CPR and AED training forthcoming at Homer Township Fire Protection District
- All Harassment Training for all personnel is 100% complete
- Summer Reading Finale brought 763 visitors at the Petting Zoo at Market in the Glen
- 1-year anniversary for Micro Pantry is September 11
 - Trustee Mitchell Kitty recently donated school supply kits for the Micro Pantry
- ILA Conference is October 18-20 at Rosemont Center. Trustee Day is October 20.

Assistant Director's Report

Assistant Director Annen recapped the following:

- August's Year of Celebration is a blank book challenge "If I Built a Library". Completed books will go into the Little Free Library.
- We are selling shark banks (\$2) under the theme "pirate" or "construction."
- Letter boxing continues monthly.
- Blood Drive – excellent turnout, with 15 full units collected from 17 donors. Another Blood Drive will be held in November.
- IPLAR to be submitted shortly. Stats provided in the board packets.

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.

Budget & Appropriation Ordinance 2022/23-1

Trustee Dahlstrand made a motion to accept Ordinance 2022/23-1 Fiscal Year July 1, 2022 thru June 30, 2023 Budget and Appropriation Ordinance of the Homer Township Public Library District Will County, Illinois. The following constitutes the Budget and Appropriation Ordinance for the Homer Township Public Library District, Will County, Illinois. Passed by the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, this 22nd day of August, 2022. Approved this 22nd day of August, 2022. Trustee Lund seconded the motion. All in favor, motion passed.

Resolution to Determine Funds 2022/23-1

Trustee Dahlstrand made a motion to accept Resolution 2022/23-1 of the Board of Trustees of the Homer Township Public Library District, Will County, Illinois, determining an amount of money necessary to be raised by taxation for the July 1, 2022 – June 30, 2023 fiscal year. Whereas, 35 ILCS 200/18-55 et seq. provides that not less than twenty days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, exclusive of any portion of the levy attributable in the costs of conducting an election required by the General Election Law, estimated to be necessary to be raised by taxation for the year upon which the taxable property in its district. Passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois, this 22nd day of August, 2022 by a vote of 6 ayes. Trustee Lund seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 7:52pm Trustee Dahlstrand made a motion to adjourn. Trustee Bochenek seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, September 26, 2022 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant