

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – October 24, 2022**

President Klunk called the meeting to order at 7:03pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Jane Klunk, 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. Phyllis Dahlstrand, Vice President  
Rita Woods (7:05 pm)

**AUDIENCE TO VISITORS**

President Klunk acknowledged ICS Construction Consultant Dan Eallonardo, library staff, and 2 members of public audience. Board members and staff introduced themselves to the public audience.

**PUBLIC COMMENT**

No public comment.

**NEW BUSINESS**

**ICS – Dan Eallonardo**

- Reports provided including Status Report dated Oct 24, 2022
- No update from Contractor – slightly behind
- No issues regarding building permits
- Issue Log provided
  - Working on the north detention pond – cost still to be resolved
- Working through piping and ductwork – may incur cost due to adjustments
- Contingency Summary provided
  - Balance of \$17,500 in allowance budget
- Windows still expected mid-December
- Air conditioning equipment expected mid-November
- No changes to Contract Agreement
- Progress payment #6 is due – amount not finalized
- *Rough-in* work being done inside, on both additions
- Sidewalks are almost complete
- Seeding to be done in the next few weeks - landscaping will be in the spring
- Masonry completed for outdoor sign – waiting for electric component
- Parking lot lights should be on this evening

There was a brief discussion. Dan departed the meeting at 7:13pm.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A card from Homer Glen Junior Woman's Club. They provided lunch for library staff to celebrate library staff and their work in recognition of "Make a Difference Day".

## **APPROVAL OF MINUTES**

Trustee Lund made a motion to accept the minutes of the September 26, 2022 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 September 30, 2022.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated September 30, 2022
- Transaction Detail and Deposit Detail dated September 27 – October 24, 2022
- Petty Cash report dated September 30, 2022

Trustee Lund moved to approve bills dated September 27 – October 24, 2022 as stated and Petty Cash dated September 30, 2022. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee McCaffrey moved to transfer \$247,882.21 from Old Plank Trail Bond Account to Old Plank Trail General Account to pay September construction costs. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to transfer \$398,935 for October bills and November 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:

- Bookmobile Manager Bridie Hearne is doing an excellent job as Bookmobile Manager. The bus attended community events: Senior Lifestyle Expo and Trunk or Treat
  - Returning to Preschools (5 classes) for Story Time
  - Passed Safety Lane Inspection
  - Staff completed *Continuing Education*
- Increasing programs – parking is the current challenge due to construction
- Added new STEAM kits in Youth Services
- Currently under budget at 20% of expenditures
- Usage continues to be strong even with parking issues
- The library's Hocus Pocus scarecrow is on display at the Heritage Park Scarecrow Walk
- A new Micro Pantry and Little Free Library have been established at Hadley School
  - District 33C interested in adding a Micro Pantry at each school
- Fall Book Haunt Reading Club ends October 31
- Blood Drive on Nov 14
- Staff parking offsite at adjacent Village/Township lots
- We are a double polling place on Election Day (Precinct 2 & 7) - open for voting only.
- "Treats for Troops" – community service project

### **Assistant Director's Report**

Assistant Director Annen recapped the following:

- October Year of Celebration partially donated by Konow Farm – Guess the Weight
  - Almost 1,000 entries

- November = Dino-vember.
  - We will be holding a dinosaur story project
  - Mini museum on display
- Letterboxing continues at Heritage Park with a new location for November
- Working on Website with Director Kozel-La Ha and Adult Services Manager Heather Colby
  - More organized
  - Featuring “book rivers” and ways to PR materials
  - Highlight events on the top of the calendar
- System moving to new catalog – Vega Discover
  - All staff taking training
- Autism Training offered to staff – Assistant Manager Diane Matecki has taken it
- Blood Drive – 12 signed up with 12 openings remaining
  - 3 more Blood Drives scheduled in 2023

### **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 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 Reports**

Assistant Manager Becky Vallejo attended ILA as the recipient of the Robert P Doyle ILA Conference Grant for Support Staff. A report was provided.

### **Other**

The board was in agreement to be closed on Election Day.

## **ADJOURNMENT**

At 7:39pm Trustee Woods made a motion to adjourn. Trustee McCaffrey seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, November 28, 2022 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant