

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 26, 2024

Vice President Dahlstrand called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

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

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff and a visitor, Julie Hueckstaedt.

PUBLIC COMMENT

Visitor Julie Hueckstaedt gave a brief summary of both her background and interest in serving the community should a board vacancy become available.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A *Thank You* card was received from a patron family for “making the library great!”
- A *Congratulations* card was received from the members of the Lemont Artist Guild regarding Sheree’s retirement.
- A letter from members of the Lemont Artist Guild was received thanking Director Kozel-La Ha for the continued use of the library for their monthly meetings.
- (6) *Thank You* cards were received from staff regarding the Staff Appreciation Brunch.
- A resignation letter was received from Circulation Clerk Lynn Heusing. Her final day will be Feb. 26.
- A *Thank You* letter from former staff member Lynn Heusing noting her work at the library.
- A letter was received from Greg McCormick; Director of IL State Library regarding board member vacancies.
- Director Kozel-La Ha read her letter of resignation notifying her retirement effective March 29, 2024.

There was a brief discussion.

APPROVAL OF MINUTES

Trustee Bochenek made a motion to accept the minutes of the January 22, 2024 Regular Session Library Board meeting. Trustee Lund 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, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated January 31, 2024
- Transaction Detail dated January 25 – February 27, 2024
- Deposit Detail dated January 23 – February 27, 2024
- Petty Cash report dated January 1 – February 27, 2024

Trustee Lund moved to approve bills and Petty Cash dated January 23, 2024 – February 27, 2024 as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund moved to approve \$225,000 that paid February bills and March payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Mitchell 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:

- BMO has awarded us a \$5,000 grant (with no stipulations).
- Strongest usage day is Wednesday, followed by Tuesday. Then Thursday, Monday, Saturday, Friday and Sunday (in order of use) follow.
- (2) new employees have been hired in the Circulation department: Rebekah Ramsey and Alison Ward.
- Circulation/Tech Processing Clerk Dawn Fox is retiring – with a final lunch on Thursday, February 29.
- Youth Services Assistant Manager Diane Matecki is shifting to the Tech Services Department and will no longer serve as YS Assistant Manager.
- Lynn Heusing resigned from the Circulation Department.
- A Youth Services job ad was posted.
- We are updating the Capital Needs Assessment – last done through the architect 10+ years ago.
- Dan Eallonardo will continue doing Facilities work for the library as a Consultant on an as needed basis. He will be helping with upcoming LED retrofits as well as the Capital Needs Assessment.
- Outside Consultant Karen Thornburg has been retained for Executive Director transition.
- Director Kozel-La Ha's goal is to move new Director Alex Annen into the current Director's office by March 15.
- Effective March 1, our new refuse supplier is Homewood Disposal with an anticipated savings of \$6000 annually.
- The Bubble Wall is on order with Midwest Tropical - 6 weeks approximately.
- Chick hatch is in process.

Assistant Director's Report

Assistant Director Annen recapped the following:

- We have 113 registrants (down from last year) on Beanstack for Winter Reading Challenge.
- KnowBe4 staff training continues.
- The Blood Drive on Feb 5 collected 23 units from 18 people. May 6 is the next Blood Drive.
- Staff In-Service training is scheduled for Friday, June 7. It will include a speaker and annual fire training.
- Assistant Director Annen attended an ILA Board Committee Meeting.

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

Trustee Klunk was not present to report.

Policy

Trustee Klunk was not present to report.

Legal

Trustee Woods was not present to report.

ICS – Dan Eallonardo

Dan was not present, but Director Kozel-La Ha provided an update as follows:

- Roof has been fixed
- Door pulls/holders are still on order
- Contractor has been paid

General Primary Election March 19, 2024

Director Kozel-La Ha noted that we will again serve as a double polling place. The library will remain open for voting only, due to the parking lot impact of 1,000+ voters. The board gave their approval.

In Service Day June 7

Director Kozel-La Ha noted that we will close to the public on Friday, June 7 for staff training. The board was in agreement.

Decennial Report

Director Kozel-La Ha distributed an updated report and gave a brief review. If there are no further changes/updates, it will be submitted to Will County, as required.

Bookmobile

Director Kozel-La Ha distributed a report from Bookmobile Consultant Michael Swendrowski of Specialty Vehicle Services, LLC. The earliest a new Bookmobile could be completed is 2026. Matthew Specialty Vehicles may not be the vendor. Our current bus is 38' – looking to shorten to 36'. Funds are available in our budget, with the option to possibly do a capital campaign to the community.

Other

At 7:52pm Director Kozel-La Ha was asked to briefly leave the meeting. The board discussed a gift in honor of Director Kozel-La Ha's retirement. At 8:05pm Director Kozel-La Ha returned to the meeting.

ADJOURNMENT

At 8:06pm Trustee Mitchell 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, March 18, 2024 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant