

HOMER TOWNSHIP PUBLIC LIBRARY

Board of Trustees

Regular Meeting – April 22, 2019

President O'Brien called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Dr. Phyllis Levine, Secretary
Kevin Owen
Dr. Eileen McCaffrey

Staff Present

Sheree Kozel-La Ha, Executive Director
Sara McCambridge, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

Trustees Excused

Kitty Mitchell, Treasurer
Cindy Bochenek

AUDIENCE TO VISITORS

President O'Brien acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- Director Kozel-La Ha will be attending a Coffee & Conversation on April 23 featuring Mayor Yukich, House Republican Leader Durkin, and Senator Curran.
- A letter was received from IL State Librarian Jesse White awarding the library the Per Capita Grant in the amount of \$48,823.
- A letter was received from IL State Librarian Jesse White asking the library to be a host site for Organ/Tissue Donor Registration.
- A letter was received from Andrea Ramirez-Justin of Old Plank Trail Bank regarding the renewal of the Letter of Credit effective May 3, 2019.
- A Sick Leave notification was received from Bookmobile Driver Maryellen Reed effective May 1 through August 7.
- A letter was received from library staff Sue Dierkes regarding her retirement after 25 years, effective April 25.
- A letter was received from James Tyrrell with notification from IL Workers Compensation Commission regarding a claim from a former library employee.
- A thank you card was received from (2) library staff regarding the Staff Appreciation brunch.

APPROVAL OF MINUTES

Vice President Klunk made a motion to accept the minutes of the February 25, 2019 Regular Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed. President O'Brien abstained.

TREASURER'S REPORT

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of March 31, 2019.

Director Kozel-La Ha distributed a chart listing current CD rates. There was a short discussion.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated March 31, 2019 & February 28, 2019
- Petty Cash dated Feb 28 – Apr 15, 2019 totaling \$48.87
- Transaction Detail dated April 1-24, 2019 & March 1-27, 2019
- Deposit Detail dated April 1-24, 2019 & March 2019

Vice President Klunk moved to approve April bills and Petty Cash as stated. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Levine moved to approve March bills and Petty Cash as stated. Vice President Klunk seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Owen moved to transfer \$136,000 from Old Plank Trail Bank for March 2019 bills and April 2019 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Vice President Klunk seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to transfer \$151,000 from Old Plank Trail Bank for April 2019 bills and May 2019 payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Owen seconded the motion. A roll call vote was taken. All in favor, motion passed.

DIRECTOR'S REPORT

Director Kozel-La Ha provided a report and noted the following:

- Recognizing staff this month – Assistant Director McCambridge and Administrative Assistant Nakutis.
- Sue Dierkes retiring after 25 years. Eric Engberg has been hired as her replacement.
- A new hire at Lending – Gianna Cilello.
- A new hire at Youth Services – Barbara Malone.
- We have been awarded the Per Capita grant.
- Notifications were put on our website regarding an incident reported by a library patron.
- 1300 people were in attendance for the Spring Craft Fair.
- Sunday hours will pend for summer beginning at the end of May.
- The Used Book Sale brought in \$1960 profit. For the August sale we will be removing the Thursday night preview night and adding a second Fill a Bag for \$5 on Tuesday.
- The Homer Township Oak Arbor of Gleaner Life Insurance Society were a craft sponsor with members also in attendance. They were also part of the Shark Tank event for 4th grade students at Meadow Ridge School in Orland Park. Vice President Klunk suggested partnering with Homer schools.

Assistant Director's Report

Available in the Trustee packets.

Other Manager's Reports

Additional Department/Manager Reports are available in Trustee packets.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell was not present to report.

Personnel

President O'Brien had no new business to report.

Policy

Vice President Klunk noted a change to the policy at the recommendation of the Management Association due to a new IL Law. Copies were provided for review.

Legal

Trustee Owen had no new business to report.

Trustee Facts File - Appendices

Director Kozel-La Ha reviewed Appendices. We are in compliance.

Non-Resident Fee

Director Kozel-La Ha noted that the current non-resident fee is \$170. Trustee Levine made a motion to keep the current rate of \$170. Vice President Klunk seconded. All in favor, motion passed.

EXECUTIVE/CLOSED SESSION

At 8:15pm Trustee Owen made a motion to go into CLOSED SESSION for the purpose of discussing personnel 2(c)(1). Vice President Klunk seconded the motion. All in favor, motion passed.

At 8:22 pm the board came out of CLOSED SESSION.

ADJOURNMENT

At 8:22pm President O'Brien made a motion to adjourn.

The next regularly scheduled board meeting will be on Monday, May 20, 2019 at 7:30 pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – April 22, 2019

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ADJOURNMENT

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