

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Special Meeting – August 26, 2019**

President Klunk called the meeting to order at 6:38 pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Cindy Bochenek, Secretary  
Dr. Rita Woods (6:38pm)

**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  
Dr. Eileen McCaffrey

**AUDIENS TO VISITORS**

President Klunk acknowledged library staff.

**NEW BUSINESS**

**Public Review of Budget & Appropriation 2019/2020**

Director Kozel-La Ha distributed a brief explanation of the Budget and Appropriation.  
There was a short discussion.

**ADJOURNMENT**

At 6:56pm President Klunk adjourned the meeting.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – August 26, 2019**

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

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Cindy Bochenek, Secretary  
Dr. Rita Woods

**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  
Dr. Eileen McCaffrey

**AUDIENS TO VISITORS**

President Klunk acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- An email from Bob Lewis of PMA Securities regarding a review of the bonds due to declining interest rates.

**APPROVAL OF MINUTES**

Vice President Dahlstrand made a motion to accept the minutes of the July 22, 2019 Regular Library Board meeting. Trustee Woods seconded the motion. All in favor, motion passed.

**TREASURER'S REPORT**

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

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated July 31, 2019
- Transaction Detail dated July 23- Aug 28, 2019
- Deposit Detail dated July 23 – Aug 28, 2019
- Petty cash dated July 25 - Aug 3 totaled \$26.36

Vice President Dahlstrand moved to approve August bills and petty cash as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Bochenek moved to transfer \$115,000 from Old Plank Trail Bank for August bills and September payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Vice President Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **DIRECTOR'S REPORT**

Director Kozel-La Ha recapped the Director's Report:

- A fiscal year-end budget review was distributed.
- The Used Book Sale was a success.
- We have established a contract with Fly By Chicago to develop a [drone] publicity piece for the library. They will cover the Halloween and Santa event.
- 3 new staff members have been hired. A current staff member will be reducing her hours and shifting time to assist in Technical Processing tasks.
- The fence was removed between the Village and Library.
- Grand Opening for the Active Core at Heritage Park is set for September 14<sup>th</sup>. The Village has invited the Library to participate with a craft (rock painting) table.
- The Village has invited the Library to participate in the 1<sup>st</sup> annual Trunk or Treat event on Saturday, October 26 at the Village. We will feature our Boo-mobile!
- The Per Capita Annual Report has been submitted.
- Carpet and upholstery cleaning and sanitizing will take place at the end of September.
- New LED light bulbs were installed. This should result in significant energy savings.
- The AED unit is here and will be anchored at Lending Services.
- ILA Conference will be held in October at the Tinley Park Convention Center with some staff attending. Trustee Day is October 24<sup>th</sup>. A special lunch honoring Teen Librarian Heather Colby will take place on October 22<sup>nd</sup>.
- The Summer Reading program is complete. 73 teens undertook 752 hours of service hours.
- A Little Free Library has been installed at Konow Farm. A ribbon cutting ceremony will take place this month.
- We are currently looking into online magazines as another e-resource.
- HOOPLA proves to be a well-used service.

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

Assistant Director McCambridge discussed 5 annual reports that are coming due.

### **Other Manager's Reports**

Business Manager McSweeney noted that the auditor's will be here next month. Other Department/Manager Reports are available in Trustee packets.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell was not present to report.

#### **Personnel**

Trustee Mitchell was not present to report.

#### **Policy**

President Klunk had no new business to report.

#### **Legal**

Trustee Woods had no new business to report.

**Budget & Appropriation Ordinance No. 2019/20-01**

Trustee Dahlstrand made a motion to accept Ordinance No. 2019/20-01 the Budget & Appropriation Ordinance for the Homer Township Public Library District, Will County, IL for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020, adopted by said Board of Library Trustees on August 26, 2019, after a public hearing. All in favor, motion passed.

**Resolution to Determine Funds 2019/20-01**

Trustee Dahlstrand made a motion to accept Resolution No. 2019/20-01 the Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL, determining an amount of money necessary to be raised by taxation for the July 1, 2019 – June 30, 2020 fiscal year. Whereas, 35-ILCS 200/18-55 (The Truth in Taxation Act) provides that not less than twenty (20) 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; and Passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, Illinois, this 26<sup>th</sup> day of August 2019, by a vote. Trustee Woods seconded the motion. All in favor, motion passed.

**EXECUTIVE/CLOSED SESSION**

At 7:30pm, the board went into CLOSED SESSION for the purpose of discussing personnel 2(c)(1).

At 7:47pm, the board came out of CLOSED SESSION.

**ADJOURNMENT**

At 7:47pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, September 23, 2019 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION Meeting – August 26, 2019**

**ROLL CALL**

**Trustees Present**

Jane Klunk, President  
Dr. Phyllis Dahlstrand, Vice President  
Cindy Bochenek, Secretary  
Dr. Rita Woods

**Staff Present**

Sheree Kozel-La Ha, Executive Director

**Trustees Excused**

Kitty Mitchell, Treasurer  
Dr. Eileen McCaffrey

**CLOSED SESSION**

President Klunk went into CLOSED SESSION at 7:30 pm for the purpose of discussing personnel 2(c)(1).

**ADJOURNMENT**

At 7:47pm the board came out of CLOSED SESSION.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant