

**HOMER TOWNSHIP PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting – December 2, 2019**

President Klunk called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

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

**Staff Present**

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

**Trustees Excused**

Dr. Rita Woods

**AUDIENCE TO VISITORS**

President Klunk acknowledged library staff.

**ROLL CALL of TRUSTEES**

President Klunk administered the Oath of Office to newly appointed Library Trustee; Clare Lund.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- After 23 years of service, Assistant Director McCambridge submitted her Notice of Retirement, effective January 24, 2020.
- A letter was received from IL State Librarian Jesse White with a poster, promoting the 2020 Census.
- A letter was received from Will County Clerk Lauren Staley Ferry regarding a Tax Objection.
- (4) tax appeals were received from the Will County Board of Review.
- A thank you note was received from Oriental Trading for our continued business.

**APPROVAL OF MINUTES**

Trustee Dahlstrand made a motion to accept the minutes of the October 28, 2019 Regular Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

Trustee Dahlstrand made a motion to accept the minutes of the October 28, 2019 CLOSED Session Library Board meeting. Trustee Mitchell 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 October 31, 2019.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated October 31, 2019
- Transaction Detail dated October 28 - November 27, 2019
- Deposit Detail dated October 29 – November 29, 2019
- Petty cash dated October 31, 2019 for expenses November 1-23, 2019 totaling \$163.35

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

## **Transfer of Funds**

Trustee Mitchell moved to transfer \$197,000 from Old Plank Trail Bank for November bills and December payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee 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:

- 700 military cards were sent last month.
- Teen volunteers will be assisting the Gleaners Oak Arbor to stuff 45 bags for Meals on Wheels recipients.
- Library usage is up 11%. Material collection is up 1.4%. The current average attendance is 28 visitors/hour. We are researching a new device to calculate patron count more accurately.
- 70 teens attended the Teen After Hours event last month.
- The LED project is partially completed, but currently on hold.
- Over 5,000 items were added to the collection in the last 10 months.
- Kindergarten Tours are complete.
- We are currently at 26% of the operating budget.
- A copy of the Capital Long Range Considerations is enclosed in board packets.
- Our Santa Celebration was on Sunday, Dec 8. We hope to coordinate a presence at a future Homer for the Holidays Village event, which was held the day before.

## **Assistant Director's Report**

Assistant Director McCambridge thanked the board for their support.

## **Other Manager's Reports**

Reports are available in Trustee packets from Circulation, Adult 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.

#### **Ethics**

Trustee Bochenek had no new business to report.

## **IDA/DPLA**

The Illinois Digital Archives and Digital Public Library of America are collections in digital format. Further information is available in the board packets.

## **Fine Free Initiative (limited) 2020**

Director Kozel-La Ha explained that income from fines has declined annually over the past few years. These funds average less than 1% of our income. Further information is outlined in a power point, enclosed in the board packets. There would be a 3-month period of "no fines" (with limited restrictions such as wi-fi hot spots, etc.). Beginning April 1, 2020 we would publicize we are Fine Free! Patrons would receive reminder notices that their materials are due/overdue. There was a short discussion.

Trustee McCaffrey made a motion to establish a [limited] fine free initiative in 2020. Trustee Bochenek seconded the motion. All in favor, motion passed.

### **Long Range Planning Overview**

Director Kozel-La Ha discussed some of the options for Long Range Planning. After meeting with Accountant Dave Lennon and PMA Agent Bob Lewis, she also met with Construction Consultant Dan Eallonardo to discuss a Master Plan. Options include reducing the bond, purchasing a new bookmobile, expand space, expand parking, and/or purchase property. There was a short discussion. The board was in favor of a no cost Master Plan. Dan Eallonardo will be present at the January meeting to discuss further.

### **Other**

The Staff Appreciation Brunch is set for Sunday, January 12, 2020. Assistant Director McCambridge will be recognized.

### **ADJOURNMENT**

At 8:09pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, January 27, 2020 at 7pm.

Respectfully submitted,

***Patti Nakutis***

Administrative Assistant