

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – February 25, 2019**

Vice President Klunk called the meeting to order at 7:33 pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Jane Klunk, Vice President  
Kitty Mitchell, Treasurer  
Phyllis Levine, Secretary  
Cindy Bochenek (7:35pm)  
Kevin Owen  
Eileen McCaffrey

**Staff Present**

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

**Trustees Excused**

Dr. Edward O'Brien, President

**AUDIENCE TO VISITORS**

Vice President Klunk acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A \$4,000 donation was received from BMO Harris Bank.
- A \$2,000 donation was received from Countryside Bank.
- A letter was received from James Tyrrell regarding a claim for IL Worker's Compensation.
- A letter of resignation was received from Youth Services Clerk Michele Bogdan effective April 4.
- A letter was received from Cardmember Service regarding a fraudulent charge that has been resolved.
- A Thank You card was received from Trustee Levine for the flowers.
- (12) Thank You cards were received from staff regarding the Staff Appreciation brunch.
- A Thank You card was received from former staff employee Susie Spratt and family regarding the sudden passing of her husband.

**APPROVAL OF MINUTES**

Trustee Owen made a correction to the January minutes under Bond Abatement as Trustee Bochenek made the motion.

Trustee Owen made a motion to accept the minutes of the January 28, 2019 Regular Library Board meeting as corrected. Trustee McCaffrey 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 January 31, 2019.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated January 31, 2019
- Petty Cash dated Feb 8 - 25, 2019 totaling \$180
- A request from Business Manager McSweeney for \$346 for Petty Cash
- Transaction Detail dated Feb 1 – 27, 2019
- Deposit Detail dated Jan 20 – Feb 25, 2019

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

Trustee Owen moved to transfer \$131,000 from Old Plank Trail Bank for February 2019 bills and March 2019 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.

### **DIRECTOR'S REPORT**

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

- A comparison budget was provided. 46% of the budget has been expended to date (7 months).
- As stated in Correspondence, 2 sponsors came in with a combined donation of \$6,000.
- Total sales from the current Used Book Sale look comparable to the winter 2018 sale.
- We are working with an Eagle Scout to place another Little Free Library, possibly at Konow Farm.
  - The Village of Homer Glen now has a Little Free Library in front of the Village which was also provided by an Eagle Scout.
- A new leaf has been purchased for the Donor Tree.
- Youth Services Clerk Michele Bodgan has tendered her resignation.
- The annual chick hatch will begin in March. Big R has generously donated a new incubator.
- We have renewed the lease on the copiers for an annual cost savings of \$12,000.
- A Community Survey will be distributed as an insert in the Homer Horizon and also available at the library.
- A new development [Lockport Highlands] scheduled for completion in 2020 at Archer and 143<sup>rd</sup> St., will bring in additional impact fees.
- The minimum wage increase was passed.
- In-service will be held Friday, June 14 with focus on safety. Trustees are invited to attend.
- The Craft Fair is scheduled for Saturday, April 13. There were over 150 applicants vying for 50 spots. It is a juried selection.

### **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 had no new business to report.

#### **Personnel**

President O'Brien was not present to report.

#### **Policy**

Vice President Klunk had no new business to report.

#### **Legal**

Trustee Owen had no new business to report.

### **Standards Chapter Review 3: Personnel**

Director Kozel-La Ha reviewed Chapter 3/Personnel. We are in compliance.

### **Standards Chapter Review 8: Public Service**

Director Kozel-La Ha reviewed Chapter 8/Public Service. We are in compliance.

**EXECUTIVE/CLOSED SESSION**

At 8:01pm Trustee Levine made a motion to go into CLOSED SESSION for the purpose of discussing personnel 2(c)(1). Trustee Owen seconded the motion. All in favor, motion passed.

Assistant Director McCambridge, Business Manager McSweeney, and Administrative Assistant Nakutis were excused from CLOSED session.

At 8:36 pm the board came out of CLOSED SESSION.

**ADJOURNMENT**

At 8:37pm Trustee Owen made a motion to adjourn. Trustee Mitchell seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, March 25, 2019 at 7:30 pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED SESSION Meeting – February 25, 2019**

**Trustees Present**

Jane Klunk, Vice President  
Kitty Mitchell, Treasurer  
Phyllis Levine, Secretary  
Cindy Bochenek  
Kevin Owen  
Eileen McCaffrey

**Staff Present**

Sheree Kozel-La Ha, Executive Director

**Trustees Excused**

Dr. Edward O'Brien, President

**CLOSED SESSION**

At 8:01pm Trustee Levine made a motion to go into CLOSED SESSION for the purpose of discussing personnel 2(c)(1). Trustee Owen seconded the motion. All in favor, motion passed.

Assistant Director McCambridge, Business Manager McSweeney, and Administrative Assistant Nakutis were excused from CLOSED session.

**ADJOURNMENT**

At 8:36 pm CLOSED SESSION was adjourned and OPEN SESSION resumed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant