

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 24, 2019

President Klunk called the meeting to order at 7:32 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Levine, Vice President
Kitty Mitchell, Treasurer
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

Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

President Klunk acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A resignation letter was received from Melanie Lorang, effective June 26.
- An invitation was received from Mike Quinn of Republic Bank of Chicago in Orland Park. There will be a “Woodstock” photo exhibit on July 11th.

APPROVAL OF MINUTES

Vice President Levine made a motion to accept the minutes of the May 20, 2019 Regular Library Board meeting. Trustee Woods seconded the motion. All in favor, motion passed.

Vice President Levine made a motion to accept the minutes of the May 20, 2019 CLOSED SESSION 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 May 31, 2019.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated May 31, 2019
- Transaction Detail dated May 21- June 24, 2019
- Deposit Detail dated May 21 – June 24, 2019
- Petty cash dated April 25 - June 17 totaled \$162.86

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

Trustee Bochenek moved to transfer \$201,000 from Old Plank Trail Bank for June bills and July payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Vice President Levine 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:

- Congratulations to Trustee Woods on her new historical fiction book: *Remembrance*.
- **Heather Colby** is the 2019 recipient of the **Illinois Library Association's Young Adult Librarian of the Year Award**. The award, presented by ILA and the Young Adult Services Forum, recognizes an Illinois Young Adult Librarian who is making an outstanding local contribution in library services to young adults in his/her community by creating and implementing library programs and services that identify and meet the needs of the teens in their community. Heather will be acknowledged at the ILA Conference Award Luncheon this October in Tinley Park.
- (3) new Homer Library card designs are available. There is no longer a fee for a replacement card.
- Plans are being considered for a *Party in the Park* with the Village in 2020, featuring costumed characters. A Homer Glen resident has offered the Village a future sponsorship of a park movie event.
- The Summer Reading Kick-off was a week-long celebration with a Petting Zoo, Curious George party, and more. We have over 50 sponsors for this year's event.
- The library's Art Garden will be part of the HGJWC Garden Walk on July 13.
- Staff Development Day was held Friday, June 14 with safety programs from the Will County Sheriff's Department and Homer Twp. Fire District as well as "Active Shooter" training, and more.
- In partnership with the Gleaners Oak Arbor, a 2-day Defensive Driving class will be held at the library on July 11 & 12. The \$10 fee includes lunch and offers an insurance discount for participation.
- The library is very active on social media with Facebook, Flickr, and rotating event slides on our website. We feature a large number of programs for all ages. Brochures are available.
- There is a new interactive whiteboard in the kitchen and mini board room for staff communication.
- As part of an Eagle Scout project, a new Little Free Library will be established at Konow Farm on July 20. The library will host a book drive with a goal of 500 books. Homer Library outreach staff maintains the stock of books at the Little Free Libraries at Sendra Park, Village of Homer Glen, and soon to be at Konow Farm.
- In partnership with Homer Township, we will hold a Movie in the Park on July 22 at Sendra Park. This event will also highlight the Library's StoryWalk at Sendra Park.
- The LED lighting conversion will take place in August.
- The Trustee Interest form will be updated and posted this fall. The board will form a committee to interview Trustee candidates.

Assistant Director's Report

Assistant Director McCambridge noted that the fiscal year will end June 30. IPLAR reports begin July 1 with a September 1 deadline.

Staff in-service was a great success. The Will County Sheriff's department presented an excellent workshop on "Active Shooter" training and highlighted valuable safety considerations.

Other Manager's Reports

Business Manager McSweeney noted that Trustees are required to go to BMO Harris Bank and Countryside bank for signature verifications/name change.

Additional Department/Manager Reports are available in Trustee packets.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

Trustee Mitchell had no new business to report.

Policy

President Klunk had no new business to report.

Legal

Trustee Woods had no new business to report.

Prevailing Wage Ordinance No. 2018/19-5

Vice President Levine made a motion to accept Ordinance No. 2018/19-5 Prevailing Wage Ordinance Homer Township Public Library District Will County, IL for Fiscal Year July 1, 2019 to June 30, 2020. Whereas, the Prevailing Wage Act requires that the Library District and/or the IL Department of Labor investigate and ascertain the prevailing wage as defined in said Act for laborers, mechanics and other workers in the locality of the Homer Township Public Library District, Will County, IL employed in performing construction of public works, for the Library District. Section 6: This Ordinance shall be effective upon its approval, posting and publication, as provided by law.

Trustee Mitchell seconded the motion. All in favor, motion passed.

Resolution No. 2018/19-2

Vice President Levine made a motion to accept Resolution No. 2018/19-2 Fiscal Year July 1, 2019 thru June 30, 2020 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County, IL approving preparation and making available a tentative budget and appropriation ordinance. Whereas, the Board of Library Trustees of the Homer Township Public Library District, Will County, IL desires to prepare and make conveniently available to the public the District's Tentative Budget and Appropriation Ordinance for the District's fiscal year beginning July 1, 2019 and ending June 30, 2020. I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of IL, as amended, and with the provisions of the Public Library District Act of 1991, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

Trustee Woods seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 8:22pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, July 22, 2019 at the new start time of 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant