

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – May 20, 2019**

Vice President Klunk called the meeting to order at 7:34 pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

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

**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**

Vice President Klunk acknowledged library staff and former Library Trustees O'Brien and Owen.

**ROLL CALL of TRUSTEES**

**Election of Officers**

Vice President Klunk opened the floor to nominations for Board President. Trustee Levine nominated Vice President Klunk to the position of President. Trustee Mitchell seconded the nomination. All in favor, nomination passed.

Trustee Mitchell nominated Trustee Levine for position of Vice President. President Klunk seconded the nomination. All in favor, nomination passed.

President Klunk nominated Trustee Mitchell to maintain her position as Treasurer. Trustee Mitchell agreed. All in favor, nomination passed.

Trustee Levine nominated Trustee Bochenek as Secretary. All in favor, nomination passed.

**Board Committee Appointments**

Finance will comprise of Trustee Mitchell [Chair] and Trustee McCaffrey.

Legal will comprise of Trustee Woods [Chair] and Director Kozel-La Ha.

Personnel will comprise of Trustee Mitchell [Chair], Vice President Levine, and Trustee Bochenek.

Policy will comprise of President Klunk [Chair] and Trustee Mitchell.

**Appointment of Ethics Commission Members (one 1-year & one 2-year term)**

Ethics will comprise of Trustee Bochenek [Chair-2-year], and Trustee Woods [1-year]. Trustee Mitchell is also on this committee with a 2-year term.

**HONOR DEPARTING TRUSTEES: Dr. Edward O'Brien / Kevin Owen**

President Klunk presented a clock plaque to Dr. Edward O'Brien (20 years) and Kevin Owen (8 years) for their service and leadership as a Library Board Trustee. Director Kozel-La Ha thanked them both. There was a short break.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A thank you note was received from the 4<sup>th</sup> grade class at Meadow Ridge School and their teacher Lauren M. Director Kozel-La Ha served on the mentoring and judging committee representing both the Library and Gleaners Oak Arbor for the class program - Expo: Shark Tank Style!
- A thank you card was received from Sue Dierkes. She recently retired after 25 years.

- A letter was received from Greg McCormick, Director at the IL State Library regarding the upcoming 2020 Census. All libraries are asked to accommodate census workers by allowing them public use of WiFi and computers to enter their information.
- A letter was received from Michael Palumbo, Assistant Vice President at Federal Home Loan Bank of Chicago regarding the Line of Credit. It will be maintained at \$4 million.
- A letter was received from Brian Gaspardo of O'Neill & Gaspardo, LLC offering auditing, accounting and consulting services.
- A letter was received from Chief Building Inspector Warren Rendleman of the Village of New Lenox regarding the approval of an impact fee resolution.
- A thank you card was received from library staff Maryellen Reed for get well wishes.
- A letter was received from Assistant Chief Deputy Brit Hitchins of the Will County Clerk's office regarding the EAV certification.

### **APPROVAL OF MINUTES**

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

Vice President Levine made a motion to accept the minutes of the April 22, 2019 CLOSED SESSION Library Board meeting. President Klunk seconded the motion. All in favor, motion passed. Trustee Woods abstained.

### **TREASURER'S REPORT**

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of April 30, 2019.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated April 30, 2019
- Transaction Detail dated May 1-22, 2019
- Deposit Detail dated April 23 - May 20, 2019

Vice President Levine moved to approve May bills as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Mitchell moved to transfer \$280,000 from Old Plank Trail Bank for May bills and June payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Vice President Levine noted that going forward, all paperwork/correspondence should reflect her new last name - Dahlstrand. All necessary changes will be made accordingly.

President Klunk noted the following:

- Out-going Trustee Dr. Edward O'Brien shall be removed from all banking paperwork
- Vice President Levine will note a name change at Old Plank Trail, BMO Harris, and Countryside Bank
- Trustee Bochenek will be added as a signature at BMO Harris Bank
- President Klunk will be added as a signature at BMO Harris and Countryside Bank

Business Manager McSweeney will check CD rates after the end of the fiscal year.

### **DIRECTOR'S REPORT**

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

- We are in the process of creating a new Maker Space / Creative Learning Lab for all ages. Some items will be available for check-out while others will be in-house use only.
- The budget is currently at 65% at the end of 10 months
- Advocacy tips are available on the ILA website [ila.org/advocacy](http://ila.org/advocacy) including priorities for 2019-2021

- Director Kozel-La Ha attended the Legislative Breakfast with State Senator John Curren, House Republican Leader Jim Durkin, Mayor Yukich, and other notables
- Mayor Yukich was asked to reestablish Elected Representative's meetings
- Director Kozel-La Ha met the new Village Manager. Fence removal was discussed.
- Homer Township Highway Commissioner Mike DeVivo is proposing trail access from the Township/Library/Village buildings, along 151<sup>st</sup> Street.
- Director Kozel-La Ha was elected as State Vice President of Gleaners Life Insurance Society. They Homer Twp. Oak Arbor of Gleaners supports the Library's annual Craft Fair, Safe Driving Class, etc.
- Spotlight on staff that serve in leadership roles at both the State or system level:
  - Jody Studer; Circulation Manager
  - Carol McSweeney; Business Manager/Technical Services
  - Alex Annen; Adult Services Manager
  - Heather Colby; Teen Services Coordinator & Information Services Librarian
  - Jody Olivieri; Youth Services Manager
- Sunday hours have been pended (as is done every year) from Memorial Day through Labor Day. This results in an approximate \$6-7000 savings.
- 4 staff attended the Reaching Forward Conference; reports are included and noting value they found
- The Meeting Date Ordinance is up for approval. Director Kozel-La Ha proposed changing the start time from 7:30pm to 7pm. Also moving the November meeting until after Thanksgiving.
- No further personnel/customer issues have occurred

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

Assistant Director McCambridge noted the following events planned for staff in-service on Fri., June 14:

- Active shooter video
- Missing child
- Tornado/fire
- Mini-golf in the library
- CPR and possibly AED training

### **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**

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.

### **Meeting Date Ordinance**

Vice President Levine made a motion to adopt Ordinance #2018/19-4 Public Meetings Ordinance of the Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2019 to June 30, 2020. Whereas, pursuant to Section 30-50 of the Illinois Public Library District Act, the Board of Trustees of the Homer Township Public Library District is required to specify, by ordinance, the time, date and place of no less than five regular meetings of the Board each fiscal year; and

Section 1 – That the regular meetings of the Board shall be held at 14320 W. 151<sup>st</sup> Street, Homer Glen, Will County, Illinois at 7pm.

Section 2 – That the regular meetings of the Board shall be held on the following dates:

July 22, 2019  
August 26, 2019  
September 23, 2019  
October 28, 2019  
December 2, 2019  
January 27, 2020  
February 24, 2020  
March 23, 2020  
April 27, 2020  
May 18, 2020  
June 22, 2020

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

#### **OTHER**

Director Kozel-La Ha noted that the library will be closing at 5pm on Thursday, June 20 for Homer Fest. The board was in favor.

#### **EXECUTIVE/CLOSED SESSION**

At 8:35pm Vice President Levine made a motion to go into CLOSED SESSION for the purpose of discussing personnel 2(c)(1). Trustee Mitchell seconded the motion. All in favor, motion passed.

At 8:52 pm the board came out of CLOSED SESSION.

Vice President Levine made a motion to accept the recommendation of a 3.95% increase across the board for all staff. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

#### **ADJOURNMENT**

At 8:53pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, June 24, 2019 at 7:30 pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant