

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – October 28, 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  
Kitty Mitchell, Treasurer  
Cindy Bochenek, Secretary  
Dr. Eileen McCaffrey  
Dr. Rita Woods

**Staff Present**

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

**AUDIENCE TO VISITORS**

President Klunk acknowledged library staff and Robert Lewis of PMA Securities, LLC.

**NEW BUSINESS**

**Robert Lewis, PMA Securities, LLC**

Robert Lewis presented a Market Update & Debt Refinancing Scenario Overview which he reviewed with the board. Director Kozel-La Ha provided a Fiscal Year End Budget Overview Historical Chart as well. Director Kozel-La Ha suggested applying \$1 million towards the bonds. There was a discussion regarding expenses and refinancing options. Robert Lewis left at 7:30pm.

The board was in agreement to apply a \$1 million payment towards bonds and refinance to accelerate payback at current payment pending review by Accountant Dave Lennon. A formal vote will take place at the December meeting if proceeding.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A thank you note from former staff Hannah Bogden who recently left for college.
- (11) tax appeals were received from the Will County Board of Review.

**APPROVAL OF MINUTES**

Trustee McCaffrey made a motion to accept the minutes of the September 23, 2019 Regular Library Board meeting. Trustee Bochenek 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 September 30, 2019.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated September 30, 2019
- Transaction Detail dated September 25-October 28, 2019
- Deposit Detail dated September 24 – October 28, 2019
- Petty cash dated September 24, 2019 for expenses Oct 2 – 29, 2019 totaling \$92.29

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

### **Transfer of Funds**

Trustee Woods moved to transfer \$95,000 from Old Plank Trail Bank for October bills and November 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 recapped the Director's Report:

- The Boo!mobile participated in Trunk or Treat on Sunday, Oct 27 with a great turn out of over 2000 people.
- The library will hold a Family Halloween party on Tuesday, Oct 29.
- The ILA Conference- *Shift: Where Will You Grow*, was held last week in Tinley Park. Director Kozel-La Ha spoke with IL Senator Hastings regarding an upcoming Capital Bill (to possibly fund a new bookmobile).
- November and December calendars were made available, depicting the heavy program schedule.
- This month marks the 6-year anniversary of the library expansion onset.
- Sunday usage continues to be strong.
- WiFi hot spots will be coming soon for patron circulation.
- A new program begins in November, *Coffee and Conversation* – held every Tuesday morning in the Magazine section.
- Director Kozel-La Ha and Assistant Director McCambridge attended safety training this month – *Stop the Bleed/Save a Life*. This program will be part of the next in-service training. We are also developing an Emergency Information Sheet for staff.
- We are getting quotes to install a P.A. system.
- September was Library Card sign-up month. We have 3 new card designs and have issued more than 1,000 new cards.
- We are considering going "Fine Free". More details, including statistics, will be made available at the December meeting.
- An email from Will County noted that there was a \$2000 difference in the Levy document. No revisions is necessary as annually the bond is abated.

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

Assistant Director McCambridge noted the following:

- Assistant Director McCambridge and Director Kozel-La Ha will be starting work on the \$48,000 Per Capita Grant – due January 15, 2020.
- Records retention is almost complete.

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

Reports are available in Trustee packets from Circulation, Adult Services, and the Bookmobile.

### **NEW BUSINESS**

#### **Robert Lewis, PMA Securities, LLC**

See above.

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

**ILA Conference Reports**

Available in the board packets.

**Trustee Vacancy**

This will be discussed in CLOSED session.

**EXECUTIVE/CLOSED SESSION**

At 8:30pm Trustee Levine made a motion to go into CLOSED SESSION for the purpose of discussing a board vacancy ILCS 120/2 (c)(3). Trustee McCaffrey seconded the motion. All in favor, motion passed.

At 8:34 the board resumed open session.

**Trustee ILCS 120/2 (c)(3)**

Trustee Dahlstrand made a motion to appoint Clare Lund as a Library Trustee to fill the board vacancy. Trustee Woods seconded the motion. All in favor, motion passed.

**Other**

Trustee McCaffrey complimented the library staff for their courteous service.

**ADJOURNMENT**

At 8:37pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, December 2, 2019 at 7pm.

Respectfully submitted,

***Patti Nakutis***

Administrative Assistant

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**CLOSED Session Meeting – October 28, 2019**

**ROLL CALL**

**Trustees Present**

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

**Staff Present**

Sheree Kozel-La Ha, Executive Director

**EXECUTIVE/CLOSED SESSION**

At 8:30 pm, the board went into CLOSED session for the purpose of discussing the Trustee vacancy.

**Trustee ILCS 120/2 (c)(3)**

There was a brief discussion.

**ADJOURNMENT**

At 8:34pm the board came out of CLOSED session.

Respectfully submitted,

***Patti Nakutis***

Administrative Assistant