

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 24, 2020

Trustee Mitchell called the meeting to order at 7:05 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Kitty Mitchell, Treasurer
Cindy Bochenek, Secretary
Dr. Eileen McCaffrey
Dr. Rita Woods
Clare Lund

Staff Present

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

Trustees Excused

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President

AUDIENCE TO VISITORS

Trustee Mitchell acknowledged Architect Joe Huberty of Engberg Anderson and Owner's Rep Dan Eallonardo of Independent Construction Services, as well as library staff.

NEW BUSINESS

Long Range Planning: Joe Huberty, Engberg Anderson; Dan Eallonardo, ICS

Huberty gave a power point presentation regarding possible expansion, with input from Eallonardo. Three options were presented, with discussion regarding retention basins, a firewall, and parking. There was a short discussion.

Huberty will have sample costs next month. Huberty exited the meeting at 8:38 p.m. The Director noted that PMA Securities will be present at the March or another future board meeting with possible bond refinancing information. This is independent of any building plan and is a possible bond savings option.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from Greg McCormick; Director at IL State Library regarding board vacancies.
- A letter from Andrea Justin; VP Government Banking at Old Plank Trail Bank. Wintrust purchased the State Bank of Countryside. It will be branded as Old Plank Trail Bank effective April 18.
- A thank you email from Ed Allison, who was the recipient of an inter-library loan in New Mexico.
- A thank you note from Trustee Rita Woods for hosting an author event at the library, featuring her new novel *Remembrance*.
- The \$4,000 grant check was received from BMO Harris Bank.
- (2) thank you notes were received from former Assistant Director Sara McCambridge.

Dan Eallonardo gave an overview of his job as consultant. There was a short discussion. Joe Huberty will return for further discussion at the April board meeting.

APPROVAL OF MINUTES

Trustee Bochenek made a motion to accept the minutes of the January 27, 2020 Regular Library Board meeting. Trustee Woods 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 January 31, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated January 31, 2020
- Transaction Detail dated January 29 – February 26, 2020
- Deposit Detail dated January 28 – February 26, 2020
- Petty cash dated February 4 - 6, 2020 for expenses totaling \$27.52

Trustee Woods moved to approve bills and petty cash dated January 31, 2020 as stated. Trustee McCaffrey seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Woods moved to transfer \$150,000 for February bills and March 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.

DIRECTOR'S REPORT

Director Kozel-La Ha recapped the Director's Report:

- PMA Securities has planned to attend the March board meeting.
- Homer Library is a polling place for the March election.
- 53% of the budget has been expended to date; under projections.
- A featured event compilation PR video is now available on the library website.
- Staff in-service training has been rescheduled for June 18th.
- Gleaners Oak Arbor will once again sponsor the Spring Craft Fair.
- Konow Farm is sponsoring the Chick Hatch with the purchase of a new incubator.
- Used Book Sales are positive and there are 2 remaining sale days.

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 was not present to report.

Policy

President Klunk was not present to report.

Legal

Trustee Woods had no new business to report.

ADJOURNMENT

At 9:01pm Trustee Mitchell adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, March 23, 2020 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant