

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 27, 2020

President Klunk called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
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

Kitty Mitchell, Treasurer

AUDIENCE TO VISITORS

President Klunk acknowledged Auditor John Williams of Hearne & Associates and Accountant Dave Lennon of Senesac & Associates.

NEW BUSINESS

Audit Review John Williams/Hearne & Associates

Packets were made available to the Trustees. John Williams presented the audit review stating that the Library is in a strong position with a good bottom line.

Accountant Dave Lennon/Senesac & Associates

Dave Lennon gave an overview and discussed options for fund use. 10 years remain on our current bond. There was a short discussion. The architect is creating a Master Plan for the February board meeting. Dave Lennon will return for the March board meeting.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- An email was received from Alma Velasquez; Vice President of BMO Harris Bank. They renewed their annual \$4,000 grant to the library. Director Kozel-La Ha noted that Countryside Bank renewed their \$2,000 donation, as well.
- A letter was received from Franciscan Communities/Marian Village Resident Council thanking the library with a donation raised through their yearly fundraising activities.
- A letter was received from Sue Burkholder; Inventory Liaison of the IL State Library, regarding current inventory of a grant issued tablet.
- A letter was received from Director Greg McCormick of the IL Secretary of State with two posters promoting the “Learn for Life” and “Be a Volunteer Tutor” programs.
- A letter was received from Greg McCormick, Director of the IL State Library with a publication the 2020 “Guide to the Secretary of State Literacy Effort.”
- A card was received from Susan Snow, Regent of DAR (Daughters of the American Revolution) Founders Crossing Chapter noting appreciation to Director Kozel-La Ha for her presentation, and hospitality to hold DAR meetings at the Homer Library.
- A letter was received from Sarah Stasukewicz; Museum Manager of the Orland Park History Museum regarding a donation of Homer Glen area photographs and surveys.
- An email was received from Andrea Bernola; Branch Manager at Kalamazoo Library. She thanked Director Kozel-La Ha for allowing Teen Librarian Heather Colby to serve on the 2019/2020 YALSA Committee.
- A letter from Philip B. Lenzini of Kavanagh, Scully, Sudow, White & Frederick, P.C. regarding fixed fee and budgeted attorney costs in place to control fees in 2020.
- An email was received from Sara Gibson; Head of the YALSA Outstanding Achievement Award Jury commending participation in YALSA from Teen Librarian Heather Colby.

- A donation and thank you note was received from the residents at Marian Village for the library's holiday program that was presented at Marian Village.
- A thank you note was received from the Homer Senior Club for gifts donated for their annual holiday luncheon.
- (9) Thank you notes were received from staff for the Staff Appreciation event.
- (5) Christmas cards were received.

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the December 2, 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 December 31, 2019.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated November 30, 2019
- Statement of Assets, Liabilities, and Fund Balances dated December 31, 2019
- Transaction Detail dated January 1 – January 29, 2020
- Deposit Detail dated December 30 – January 27, 2020
- Petty cash dated January 2 - 8, 2020 for expenses totaling \$21.46

Trustee Dahlstrand moved to approve bills and petty cash dated December 30, 2019 through January 29, 2020 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Dahlstrand moved to approve bills and petty cash dated November 23, 2019 through December 30, 2019 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 \$31,593.75 from Old Plank Trail Bank to Amalgamated Bank of Chicago to pay the semi-annual interest on the bonds. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Woods moved to transfer \$156,000 for December bills and January payroll. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Woods moved to transfer \$160,000 for January bills and February payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Dahlstrand 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:

- Statistics detail a 9.49% increase in patron visits; 10,000 more items in the collection (8% increase).
- Circulation Mgr. Studer (30 years), Business Mgr. McSweeney (25 years), and Assistant Director McCambridge (23 years & retirement) were acknowledged for their many years of professional service, along with all 34 of the library team members being recognized at the Staff Appreciation.
- In conformity with the Local Records Act, 109 cubic feet and 13 gigabytes of records have been removed in accordance with meeting the State Standards for record retention and disposal. This was a multi-year initiative and is now complete.
- Congratulations to Teen Librarian Colby - ILA Member Photo of the Week contest winner. Teen volunteers painted cards of encouragement to hand out to patrons and these original cards were featured in the photo submitted.
- BMO Harris Bank and Countryside Bank both serve as library sponsors for 2020.
- We continue to receive excellent press and features included the Director's Year in Review.

- PLA Conference is in February. Trustee Mitchell will be attending, along with Director Kozel-La Ha, Business Manager McSweeney, Teen Librarian Colby, and Adult Services Manager Annen. The Government Travel Expense Act is the standard we follow, as per policy.
- We have a 3-year contract with Hearne & Associates for the library audit. No other audit proposals were received.
- Building Consultant Dan Eallonardo and Architect Joe Huberty of Engberg Anderson will join the February board meeting. Accountant Dave Lennon and Bob Lewis of PMA Securities will attend the March board meeting.

Other Manager's Reports

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

UNFINISHED BUSINESS

Long Range Plan Proposal

Director Kozel-La Ha noted the Draft Agreement for Master Planning Services from Engberg Andersen in the board packets. The proposed not-to-exceed fee is \$22,000. Building Consultant Eallonardo recommends Engberg Anderson 100%. There is no requirement to go out for bid due to the established relationship that continues.

Trustee Dahlstrand made a motion to proceed with the Master Plan at a not-to-exceed amount of \$22,000. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

NEW BUSINESS

COMMITTEE REPORTS

Finance/Budget

Trustee Mitchell was not present 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.

Ratify December 2019 Financials & Bond Interest Payment

See Treasurer's Report under Transfer of Funds.

Bond Abatement Ordinance

Director Kozel-La Ha stated that this Ordinance is a legal requirement done annually to remove the bond payment from the tax rolls.

Trustee Dahlstrand moved to adopt Ordinance #2019/20-3 an Ordinance abating the tax heretofore levied for the year 2019 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2012, of the Homer Township Public Library District, Will County, IL. Trustee Woods seconded the motion. All in favor, motion passed.

Health Insurance Update

Director Kozel-La Ha stated that there was a modest 2% increase in health insurance costs. There are currently 6 employees on the plan. There is no recommendation to change providers. The board agreed to remain with the current provider, Blue Cross Blue Shield.

Other

Director Kozel-La Ha stated that the job description for Assistant Director is being revised and will be posted to ILA, RAILS, and internally.

ADJOURNMENT

At 8:27pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, February 24, 2020 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

Homer Township Public Library

Regular Meeting

MinutesJANFINAL

Board of Trustees
1/27/20