

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – April 26, 2021**

President Klunk called the meeting to order at 7:04pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

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

**Staff Present**

Sheree Kozel-La Ha, Executive Director  
Alex Annen, Assistant Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant  
Jody Olivieri; Youth Services Manager (7:09 pm)

**Trustees Excused**

Dr. Rita Woods

**AUDIENCE TO VISITORS**

President Klunk acknowledged library staff.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A letter from Melissa McBride; YALSA Board of Directors regarding Adult Services Manager Heather Colby, and support for her participation in the YALSA jury.
- A letter from Alan Candos of Candos Agency stating that effective April 1, 2021, Steve Orlando will now be servicing our health insurance program through Mission Insurance Services.
- A letter from Steve Orlando; President Mission Insurance Services, welcoming the library group insurance.
- (4) Tax appeals were received from the Will County Board of Review.
- A letter from Jesus Barajas of J&J Estates giving notice that the monthly rent of \$1175 will be increased to \$1400 for rental of the Bookmobile garage, effective July 1, 2021. (This is the first increase in 7 years).
- A letter from Tim Brophy; Will County Treasurer regarding the 2019 Levy Real Estate Distribution and Settlement sheets.

**UNFINISHED BUSINESS**

Youth Services Manager Jody Olivieri presented new children's items that were added to the library collection:

- Wonderbooks – children's recorded books. We will receive 15 books quarterly. The collection will start with 30 books beginning with easy readers.
- Penworthy STEAM To Go Kits for kids up to Grade 8. Kit includes a book, science element, game, etc. Currently, there are 16 in the collection - they are very popular!
- A tent will be installed outside for children's live programming.
- MP3 Play-away chapter books will be added to the collection next.

**APPROVAL OF MINUTES**

Trustee Lund made a motion to accept the minutes of the March 22, 2021 Regular Session Library Board meeting. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Trustee Lund made a motion to accept the minutes of the March 22, 2021 CLOSED Session Library Board meeting. Trustee Dahlstrand 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 March 31, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated March 31, 2021
- Transaction Detail dated April 1-26, 2021
- Deposit Detail dated March 23 – April 26, 2021

Trustee Dahlstrand moved to approve bills dated March 23 – April 26, 2021 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Mitchell moved to transfer \$135,000 for April bills and May 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.

## **EXECUTIVE LIBRARIAN'S REPORT**

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

- A staff survey (anonymous) regarding the COVID vaccine was completed, with a majority of staff stating they have been vaccinated.
- Bookmobile resumed service this month with safety protocols in place.
- Community events with the Village will include Bookmobile participation at the Kite Fest, Homer Fest Parade, Library Petting Zoo (food truck at the Village), Chalk-It-Up, Trunk or Treat, and the Santa Parade (Dec 4). Santa will be at the library Dec. 5.
- Recognition for Patti Nakutis – Administrative Professional's Day was this month.
- Staff training includes Autism Awareness, annual Harassment, Reaching Forward online conference, and June 11 in-service day.
- COVID rates are currently at 3.9% for Homer Glen. Materials are a 1-day quarantine.
- Evening hours will extend to 8pm Monday thru Thursday beginning today. An earlier 8:30 am opening will begin May 3.
- We have limited seating, due to capacity limits.
- Walk-in counts are at 95 visits per day - up from 67 at the start of our opening.
- 1,058 craft kits and 275 book bundles were handed out last month.
- The (professionally installed) tent for outdoor programs will have capacity limitations when the walls are in place. Hula hoops will be used to designate proper spacing. The Village will do an inspection and it is insured within the library policy.
- We will be using Village Park and gazebo for outdoor programs.
- Money Smart Week programming is complete.
- Lemont Art Guild will provide monthly programs starting in September.
- New STEAM kits and Wonderbooks have been added to the Children's collection
- "Your City @ Home" offers virtual field trips to community members.
- Indoor programs are being discussed.

- There are plans for a micro-pantry to be built and installed this summer – currently visiting neighboring pantries for ideas. We are hopeful that community groups will sponsor/stock the pantry including Scout Groups, Gleaners, HGJWC, etc.
- (2) Little Free Libraries will be installed this spring – one at the Trantina Dog Park and the other one possibly at Willow Walk Park – waiting for approval.
- We are currently at 90% of pre-pandemic hours. We will be at 93% on May 3. The 8-9pm evening hour has not been resumed, but may be in the fall.
- We are reviewing the current Study Room Policy. Many libraries do not allow “commercial use” (tutors). A neighbor library instituted non-resident use fees.
- Architect Joe Engberg will develop a schedule, cost, contractors, discuss zoning with Village, and finalize Option E details next month with Director Kozel-La Ha, Assistant Director Annen and Consultant Dan Eallonardo.
- Congratulations to all Trustees on the recent election.

### **Assistant Director’s Report**

Assistant Director Annen recapped the following:

- This month and next, we will be preparing for summer reading – online and paper reading logs will be available.
- The Adult Book Discussion group will meet in person at Heritage Park in May
  - We will post yard signs stating OUTDOOR PROGRAM
- Annen wrote an article for the ILA Alert e-newsletter
- Working on the staff Safety Flipchart – this will be discussed at the June in-service. Other sessions will include:
  - Vision board
  - Patron pandemic issues
  - Staying positive
- A new webpage was added including 2 new programs - Museum Pass and Explore More Illinois
- Currently in the planning stage of the 40<sup>th</sup> Anniversary for 2022.
  - Year of celebrations with monthly programs, displays, contests, etc.
  - Year-end grand prize
- Working on a Community Service survey to gauge user satisfaction
- Attended various training

### **Other Manager’s Reports**

Other reports are available in Trustee packets from Circulation, Adult Services, Teen Services, and the Bookmobile.

## **NEW BUSINESS**

### **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.

**ADJOURNMENT**

At 8:13pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, May 24, 2021 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant