

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 25, 2021

President Klunk called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

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

Staff Present

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

AUDIENCE TO VISITORS

President Klunk acknowledged library staff.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from Greg McCormick; Director IL State Library regarding the 2021 booklet "Guide to the Secretary of State Literacy Effort".
- Thank you from BJ Ferry (Lockport Love) for the donation of crafts to vulnerable families.
- (6) Christmas cards from various businesses, organizations, and patrons.
- (13) Colored thank you cards from Bobbie Noonan students.
- (8) Thank you cards from library staff for support.
- A tax objection from Lauren Staley Ferry; Will County Clerk.

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the November 30, 2020 Regular Session Library Board meeting. Trustee McCaffrey seconded the motion. All in favor, motion passed.

Trustee Lund made a motion to accept the minutes of the November 30, 2020 CLOSED Session 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, 2020.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated November 30, 2020 and December 31, 2020
- Transaction Detail dated January 1-27, 2021 and December 1-30, 2020
- Deposit Detail dated January 1-27, 2021 and December 2020
- Petty cash dated November 27, 2020

Trustee Dahlstrand noted a typo to the January Transaction Detail under #55037. Should be listed as Cards (not cars).

Trustee Dahlstrand moved to approve bills and petty cash dated December 1-30, 2020 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Woods moved to approve bills and petty cash dated January 1-27, 2021 as stated. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Dahlstrand moved to transfer \$106,000 for December bills and January payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Woods moved to transfer \$100,000 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 Mitchell 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:

- The COVID positivity rate has decreased; 17.24% at the November board meeting. Currently Illinois is at 6.81% and Will County is at 7.8%.
- Increased walk-in visitor hours effective today, Jan 25. This adds 8 hours weekly.
- Visitors averaged 55 people/4-hour shift in October. November was slightly less at 48 people/4-hour shift, December was 51 people/4-hour shift and January to date is 73 people/4-hour shift. On this past Saturday, some patrons had to wait to enter.
- The library does not offer seating.
- We are hoping to increase capacity of 50 – when we are allowed to (not at tier yet).
- The Per Capita Grant is being completed. Assistant Director Annen and Director Kozel-La Ha conducted a review of Core Standards (a grant component). Copies of Core Standards are available to Trustees. The grant is due in March.
- Library taxes count for 1.8% of your tax bill.
- We are currently at a conservative 40% of the budget at the 6-month mark.
- Future hires include a Teen Services position, which Heather is maintaining at this time.
- 3 Pages had their rate of pay adjusted to \$11/hour to comply with minimum wage.
- In December, we gave away 366 free book bundles and 1,328 free craft kits.
- Curbside has been brought inside the library entrance.
- Vulnerable hours wording has been removed.
- Long Range Plans include capital expenditures:
 - Renewing copier leases
 - Purchasing \$10-11,000 IT equipment that needs to be updated
 - Toilets have been transitioned to manual flush
 - \$200,000 for a new, smaller book capacity Bookmobile (9-10 months to build). Smaller bus wouldn't require a CDL license.
 - Re-establish Bookmobile service (not ready for us yet at Senior Villages). Possible April kick-off, but there is safety/distancing under review due to COVID-19. A neighbor library (Fountaindale) is running their bookmobile allowing one family at a time on board
- Chart available tracking walk-in attendance for the Youth Services department.

Assistant Director's Report

Assistant Manager Alex Annen recapped the following:

- Working on June In-Service training with Director Kozel-La Ha.
- Working on February 9 staff training event with Director Kozel-La Ha "Highly Effective Communication in a Face-masked World".
- Working with Director Kozel-La Ha on a Communication Plan and review of Core Standards.
- Creating an Emergency Grab 'n Go chart with Safety information for staff (in each department) "SAFETY: What You Should Know and What You Should Do".
- The ILL Traffic Report July 2019-June 2020 has been submitted. Inter-library Loan numbers are down, but reciprocal borrowing the same as the previous year.
- Waiting for the annual Sexual Harassment training to become available from RAILS. This is required to be taken annually by every staff member, same as last year.
- Assisting Adult Services Manager Colby with her transition.
- Still conducting the Adult Book discussion as well as attending meetings and webinars.

Other Manager's Reports

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

UNFINISHED BUSINESS

Long Range Plan

In 2019 the Architect was here discussing possible building changes. All plans were put on hold due to COVID. A future meeting will reexamine these choices and discuss options. There was a short discussion regarding the retention area, additional parking, building expansion, staff additions, ring road sidewalk, etc.

With low interest rates, paying off/down the current bonds is an option. It was agreed to seek advice from Accountant Dave Lennon.

The Board agrees to have Building Consultant Eallonardo attend the February board meeting to review options and answer questions. The architect will be invited to a future board meeting if warranted.

The Auditor/Accountant will both be scheduled for March or other spring meeting.

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.

Ratify December 2020 Financials

See Treasurer's Report.

Bond Abatement Ordinance

Trustee McCaffrey made a motion to accept Ordinance 2021-3 abating the tax heretofore levied for the year 2020 to pay debt service on General Obligation Refunding Library Bonds (Alternate Revenue Source), Series 2020, of the Homer Township Public Library District, Will County, Illinois. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

IL Public Library State Standards 4.0

Director Kozel-La Ha gave a brief review. Homer Library meets all Core Standards. Plans include adding large print keyboards for public computers to enhance Chapter 12 Technology Standards. There was a short discussion.

Health Insurance Update

Blue Cross Blue Shield employee insurance increased 4%. United Healthcare was a past option, but a decision was made to remain with BCBS because of extended network coverage. There is currently a cost savings due to personnel changes.

Communication Plan

Available in board packets for review.

Other

Director Kozel-La Ha stated that she is appreciating working with new Assistant Director Annen.

ADJOURNMENT

At 8:10pm President Klunk adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, February 22, 2021 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant