

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 28, 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
Dr. Rita Woods (arrived 7:10pm)

Staff Present

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

Trustees Excused

Dr. Eileen McCaffrey
Clare Lund

AUDIENCE TO VISITORS

President Klunk acknowledged Joe Huberty; Architect - Engberg Anderson, Nanette Andersson; Architect – Engberg Anderson, and library staff.

NEW BUSINESS

Engberg Anderson Agreement/Project Overview

- A brief explanation of the Contract for Architectural Services was presented. We will also contract with ICS/Dan Eallonardo as our Library Consultant. Dan has reviewed the contract with the Director.
- The overall construction schedule will begin June 2021 with completion by October 2022. All dates subject to change.
- An explanation of the proposed expansion includes:
 - West (Sunroom) addition – 1,500sf
 - Current magazine section will be re-purposed
 - Current teen room will be re-purposed
 - North addition - 3,000sf
 - Additional parking
 - There was a brief discussion regarding Fire Marshall codes
- Cost estimate (Option E) \$4,044,934 with an optional additional cost to rework existing lighting. Figures will continue to be reviewed.

There was a short discussion regarding lighting and the north addition. Director Kozel-La Ha noted there could be a reduction of the north addition if there are budget limitations.

Engberg Anderson departed at 8:10pm

There was a short discussion. The board was in favor of the 3,000sf north addition and 1,500sf west addition, as presented with the option to bond over the initial outlay under review that we have been saving for. Staff costs were noted to increase due to minimum wage increases and newly expanded space. There was a short discussion regarding staff expenditures long range.

Trustee Dahlstrand made a motion to accept the Engberg Anderson Agreement as presented. Trustee Woods seconded the motion. All in favor, motion passed.

Trustee Dahlstrand made a motion to grant Director Kozel-La Ha permission to sign the Engberg Anderson Contract Agreement. Trustee Mitchell seconded the motion. All in favor, motion passed.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- (1) Residential Property Tax Appeal was received from the Will County Board of Review
- A thank you card from Youth Services staff member Mary Kay Oldendorf regarding her son's health
- An invitation from Michael Frerichs; IL State Treasurer to attend the Local Officials Day at the annual IL State Fair on Saturday, August 21
- A letter from Jesse White; IL State Librarian. The library has been awarded the FY2021 IL Public Library Per Capita Grant in the amount of \$57,612.03.
- A \$400 donation check was received from patron Thomas Weber.

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the minutes of the May 24, 2021 Regular Session Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

Trustee Bochenek made a motion to accept the minutes of the May 24, 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 May 31, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated May 31, 2021
- Transaction Detail dated June 2021
- Deposit Detail dated May 25 – June 30, 2021

Director Kozel-La Ha stated that we are \$62,000 under budget from the same time last year, due to limited programming during COVID.

Trustee Dahlstrand moved to approve bills dated May 24 – June 30, 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 \$175,000 for June bills and July 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.

EXECUTIVE LIBRARIAN'S REPORT

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

- 2 new staff members were hired: Ron Graziano started on the Bookmobile and Lanae Yong will start July 6 in Adult Services
- 1 position to be filled at Adult Services

- A wheelchair and transport chair were donated by patron Mr. Christiansen and are available for patron use within the library.
- We are currently at 93% of normal hours (closing at 8pm vs 9pm Mon-Thu)
- We are averaging 85 patrons/day
- We are adding seating, and reviewing space
- Outdoor seating available
- 46% of Will County is fully vaccinated, 61% partially
- A new server will be required soon (\$10,000)
- Programs include Summer Reading, outdoor programs, and light indoor programming including Mahjong and book discussions
- The Art Garden is filled with newly painted rocks
- We are currently at 75% of the budget
- In-service was well received
- 171 free book bundles were given away this month
- We are considering an outdoor book sale, or possibly indoors
- We gave away 622 Grab 'n Go craft bags this month
- A new give-away of 50 Family Movie buckets was provided this month with another 50 next month. Very well received noted from patron comments.
- (3) Sponsorships were received this month: Homer Oak Arbor Gleaners, BMO Harris Bank, and Old Plank Trail Community Bank
- We will be applying for a Construction Grant for up to \$100,000
- We are joining a partnership with 49 other libraries and RAIN (Racial Awareness in the North Shore) and TIBA (Together is Better Alliance)

Assistant Director's Report

Assistant Director Annen recapped the following:

- We were approved to distribute 150 Google Career Certificates
- Staff loves seeing patrons coming back

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.

COVID-19 Update

See Director's Report.

There was a brief discussion regarding staff wearing masks. The board recommended following CDC guidelines, as staff can social distance and acrylics are in place.

A patron has suggested a "required mask" one hour per day. CDC does not require masks unless in hospitals, nursing homes, and public transportation. It was suggested that we recommend the least crowded time of day for them to visit.

Director Kozel-La Ha stated that effective mid-July, masks will be optional for staff. Staff working directly with a patron/child or on the bookmobile have parameters in which to wear masks. Staff will still maintain social distancing and patron/staff interactions will not extend beyond 15 minutes. Additional barriers may be added, as needed.

Prevailing Wage Ordinance 2020/21-5

Trustee Dahlstrand made a motion to accept Ordinance 20/21-5 Prevailing Wage Ordinance Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2021 to June 30, 2022. Whereas, the Prevailing Wage Act requires that the Library District and/or the IL Department of Labor investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of the Homer Township Public Library District, Will County, IL employed in performing construction of public works, for the Library District. Now, therefore, be it ordained. This ordinance shall be effective upon its approval, posting and publication, as provided by law. Trustee Bochenek seconded. All in favor, motion passed.

Resolution to Prepare Budget & Appropriation Ordinance 2020/21-02

Trustee Dahlstrand made a motion to accept Resolution 2021/22-2 Fiscal Year July 1, 2021 thru June 30, 2022 Resolution of the Board of Trustees of the Homer Township Public Library District, Will County IL, approving preparation and making available a tentative budget and appropriation ordinance. Whereas, the Board of Library Trustees of the Homer Township Public Library District. Passed by the Board of Library Trustees of the Homer Township Public Library District, Will County, IL this June 28th, 2021 by a vote. Trustee Woods seconded. All in favor, motion passed.

Other

A \$500 check for the micro food pantry was provided from Gleaners Oak Arbor. We are hopeful for an August ribbon cutting event.

President Klunk suggested adding a "seizure" page for the Emergency chart. She also suggested holding a fire drill at the library. The Directed noted a fire drill will be planned for this year.

ADJOURNMENT

At 9:20pm President Klunk moved to adjourn.

The next regularly scheduled board meeting will be on Monday, July 26, 2021 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant