

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 28, 2022

Trustee Mitchell called the meeting to order at 7:01pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

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

Staff Present

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

Trustees Excused

Jane Klunk, President
Dr. Phyllis Dahlstrand, Vice President
Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

Trustee Mitchell acknowledged Dan Eallonardo; Library Consultant – Independent Construction Services, Nanette Andersson; Architect - Engberg Anderson, and library staff.

NEW BUSINESS

Engberg Anderson Update

- Nanette Andersson gave an update via slide presentation
- Construction bids went out on Feb 17
- North addition 2,615 sf / West addition 1,504 sf
- New landscaping in Art Garden includes a Gazebo, existing outdoor furniture and memorial bench, and a “water ball”
 - Homer Glen Foundation lending funding support for a water feature” (cost to be determined) substructure, electric, water line, etc.)
 - Fencing and landscaping will hide the HVAC system on the east side
 - New landscaping around outdoor sign and flag pole
- (4) alternates include
 - Rework HVAC in Administration area
 - Remove unused HVAC equipment in Youth Services
 - Additional painting within the building
 - Replace monumental sign – variance required due to size
- Tentative - Construction phase begins April 1 (hopefully no supply chain issues)
 - Phase 1 – Sept 16 possibly, not definite
 - Phase 2 – Nov 18 possibly, not definite
 - Completion date – Dec 16 possibly, not definite
- Bidding Schedule began Feb 17 and will conclude at the March 28 board meeting with a Contract Award
- Sample furniture [chairs] presented – available in various shades of stain, cloth, and height options

Nanette Andersson departed the meeting at 8:02pm.

ICS – Dan Eallonardo

- The Board will decide on alternates at March 28 board meeting
 - Bid amount is not the final number. The bid amount does not include a contingency budget for other and unexpected costs, etc.
 - New phone system not included in this budget
 - Director Kozel-La Ha requested a 50% permit fee reduction from the Village
 - Village meeting regarding connecting sidewalk from Library to Village
 - Village Trustee (on Homer Fest Committee) is making a request, that the library consider to close for the 4 days of Homer Fest and also pend construction until after the Fest. The Library accommodates the Fest every year by closing early the evening of the fireworks and pending programming during the event. Dan explained that construction costs will increase the longer we wait. Also, outside construction needs to be completed before cold weather approaches. A delay would also require us to re-bond. The trustee made an unofficial request that we possibly close earlier (at 1pm or noon) on Thursday, Friday, and Saturday.
 - Fest starts at 3pm on Thursday
 - Fest starts at 5pm on Friday
 - Dan stated that a contractor can accommodate a library event reasonably for 1 day, however not 4 days.
 - 30 staff members would not get paid over a 4-day closing period
- Dan Eallonardo departed the meeting at 8:02pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A letter from Greg McCormick; Director - IL State Library along with a check for the Bouncing Back from the Pandemic Library Services and Technology Act Grant in the amount of \$34,761.78.
- A letter from Greg McCormick; Director - IL State Library regarding an annual reminder that public libraries are statutorily required to inform the IL State Library of board members changes and vacancies.
- A letter from Michelle Schorfheide – IL State Library regarding inventory certification from a 2012 Small Business Administration Grant.
- The \$5,000 donation check from BMO Harris Bank.
- A card from Paul Slade; President - Old Plank Trail Bank regarding the library/bank partnership.
- (3) thank you cards from staff for the Staff Appreciation.
- A thank you card from the staff and residents at Victorian Village for the homemade Valentine cards (teen initiative).
- A thank card regarding appreciation for Outreach Services to Bookmobile Manager Maryellen Reed.
- A thank you card from a Homer Jr High Honor Club student regarding library services.
- A thank you card from Outreach patron Nancy Donovan.

APPROVAL OF MINUTES

Trustee Lund made a motion to accept the minutes of the January 24, 2022 Regular Session 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, 2022.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated January 31, 2022
- Deposit Detail dated February 2022
- Transaction Detail dated February 2022

Trustee Woods moved to approve bills dated February 2022 as stated. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Woods moved to transfer \$170,000 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.

EXECUTIVE LIBRARIAN'S REPORT

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

- This year's Per Capita grant will increase by \$2100 due to Homer population increase
- 8,324 check outs / 7,463 returns / 448 book requests / 97 new library cards / 346 crafts / 4,933 visitors
- New staff hired for Page position: Maggie Bruton and Julie Miller. Both will be cross-trained for Lending Desk
- 3 Vaccine clinics serving a total of almost 100 people
- Blood Drive March 21
- Staff in-service Light the Fire opportunities in 1-hour sessions every other week
- Website update – 20-week process
- Mask mandate changed today – signage reflects that

COVID-19 Update

- 3.3% COVID positivity rate – green zone (no masks required)
 - Staff is continuing to mask
 - Acrylics are still in place
 - Board in agreement to require staff to wear a mask when working directly with public or running a program. Otherwise, personal choice.

Assistant Director's Report

Assistant Director Annen recapped the following:

- Craft Fair March 19. We will PR with a Facebook Ad and community lawn signs
- Vaccine clinic Feb 19 – returning March 19
- Blood Drive March 21 - Versiti
- Winter Reading Challenge ends today
 - Kickoff was a great success - better attendance than Santa event
 - Spiderman, DJ, Cupcake Truck, Grab 'n Go crafts
 - Beanstack (online registration) encountered a problem
- Village of Homer Glen new app – Simplicity. Homer Library is part of this
- 48 entries in 6-Word Story Contest. Entries posted on curved teen wall
- Backyard Bird Count ends today
- March = Tiny Art Show. Register for a canvas or Model Magic. Projects will be on display in April
- Letterboxing program will continue
- Chicks left last week – 12 out of 14 eggs hatched
- Attended iRead meeting and Assistant Director meeting

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 was not present to report.

Policy

Director Kozel-La Ha stated that we are still working on Policy.

Legal

Trustee Woods had no new business to report.

Primary Election June 28, 2022

We have been asked to serve as a double polling place again. We will be under construction at that time. The last time we were a double polling place we were closed to the public. The board was in agreement to close on June 28.

ADJOURNMENT

At 8:42pm Trustee Mitchell adjourned the meeting.

The next regularly scheduled board meeting will be on Monday, March 28, 2022 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant