

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – May 23, 2022

President Klunk called the meeting to order at 7:02pm, 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. Rita Woods (7:08pm)

Staff Present

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

Trustees Absent

Dr. Eileen McCaffrey

AUDIENCE TO VISITORS

President Klunk acknowledged Dan Eallonardo; Library Consultant – Independent Construction Services, and library staff.

PUBLIC COMMENT

No public in attendance.

NEW BUSINESS

ICS – Dan Eallonardo

- An Expansion and Renovation Report dated 5/23/22 was provided and reviewed.
 - Completion dates are likely delayed due to material availability.
 - Building permit has been issued. Contractor will schedule inspections.
 - Permit fees were paid @ 50% (government discount). Have requested 100% abatement.
 - Planning/Zoning meeting was held regarding sign variance. The Planning/Zoning Committee is recommending full approval to Village Board on Wednesday at 7pm.
 - The Board will have final approval for monetary adjustments regarding contingency, testing/inspection, and permits.
 - Current RoMAAS contract is \$2,690,000.
 - Alternate 1 for HVAC rework will be declined.
 - Temporary partitions have been installed blocking areas from outside work.
- Dan departed the meeting at 7:23pm.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A \$75,000 check was received from Homer Glen Foundation for the Veteran's Memorial Water ball feature for the new Art Garden. Donors will receive a leaf for the Donor Tree.
- \$550 in donations were received, made in memory of Dolores Stefanisin.
- A thank you card was received from Marian Village Book Club for treats from the Library Bookmobile.
- A letter from Cheesecake Factory donating a \$25 gift card for the Summer Reading program. A donation from Butler School was also received today.
- (2) tax appeals from Home Depot and R. Brus.

APPROVAL OF MINUTES

Trustee Mitchell made a motion to accept the minutes of the April 11, 2022 Special Session Library Board meeting. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

Trustee Dahlstrand made a motion to accept the minutes of the April 25, 2022 Regular Session Library Board meeting. Trustee Lund 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 April 30, 2022.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated April 30, 2022
- Deposit Detail dated April 26 thru May 23, 2022
- Transaction Detail dated April 25 thru May 23, 2022

Trustee Lund moved to approve bills dated April 26 thru May 23, 2022 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 approve the transfer of \$340,800 to pay May bills and June 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.

EXECUTIVE LIBRARIAN'S REPORT

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

- PR Construction boards are being developed by Engberg Anderson for display to patrons regarding the construction
- 33% increase in patron visits
- Outreach continues via Bookmobile and community organizations
- Stats:
 - 8,849 items checked out
 - 8,688 items returned
 - 99 new library cards issued
 - 1,816 requests placed
 - 999 crafts - 710 of which were kids crafts
 - 6,654 visitors (33% increase)
- Library website being updated with new platform but retaining current colors and logo. 20-week process. Working with original firm.
- Phone system moving to voice-over protocol VOIP will result in \$6,000 cost savings.
- Sign approval going to Village board
- Permit abatement to be determined
- Summer Reading – Read Beyond the Beaten Path. Partnering with Representative Jim Durkin.
- Jennifer Meyer hired as new Bookmobile Clerk. Another hire pending for a Bookmobile driver. Bookmobile Driver/Clerk Bridie Hearne taking over as Bookmobile Manager when current Manager Maryellen Reed retires June 30.
- Homer Fest Chair requested us to close early on three days during Homer Fest.

- In-Service staff training runs on Friday morning before we open, so as to not impact service hours to public. There will be 4-5 sessions.
- New Little Free Library installed at Heritage Park.
- Coordinated with Village to hold programs in Village Community room.
- Petting Zoo (Summer Reading finale) on July 21 at Heritage Park during Farmers Market.
- In person programs growing.
- Staff spotlight on administrative staff who participate in additional committees. Information available in packets.

Assistant Director's Report

Assistant Director Annen recapped the following:

- Learned several procedures due to power outage, and issues with the alarm system, email, and air conditioning.
- Continue Year of Celebration. May = "May the 4th Be with You". June = "Great Outdoors" with an outdoor bingo program.
- Letterboxing program continues.
- Google certificates are currently still available and also starting in September.
- Continue to attend architect, website, and phone system meetings.
- Interviewed potential new Bookmobile driver.
- Finished iRead editing and final reading.

Other Manager's Reports

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

Community Fest Event Closing

Director Kozel-La Ha stated that a verbal request was made from Fest Chair Dan Fialko regarding closing the library at noon Thurs., Fri. & Sat. during Homer Fest. The library annually honors the Fest and closes at 5pm on Thursday for the fireworks event for roadway safety. Friday and Saturday hours have never been asked to be changed prior to this year. The Township and Village will not be closed during the Fest. There was a short discussion. Closing would eliminate 16 hours of patron services, and 42 staff shifts would be eliminated. (Visitor stats: Thu 23 people/hr: 1,133 total – Fri 26 people/hr: 633 total – Sat 44 people/hr: 883 total).

There was a short discussion. It is recommended that the Library response is put in writing and copies made to Mayor, Village Trustees, and Fest Committee regarding our willingness to allow use of the parking lot for fest, after closing hours.

Director Kozel-La Ha would suggest closing at 4pm on Thursday. Closing would affect approximately 6 staff, 5 hours each. There was a brief discussion.

Trustee Dahlstrand made a motion to close at 4pm on Thursday, June 23, 2022. Friday and Saturday hours remain the same. Trustee Woods seconded the motion. All in favor, motion passed.

Trustee Dahlstrand departed the meeting at 8:14pm.

Meeting Date Ordinance 2021/22-4

Trustee Lund made a motion to approve Ordinance 2021/22-4 Public Meetings Ordinance of the Homer Township Public Library District Will County, Illinois for fiscal year July 1, 2022 to June 30, 2023. Whereas, pursuant to Section 30-50 of the Illinois Public Library District Act, the Board of Library Trustees of the Homer Township Public Library District (the "Board") is required to specify, by ordinance, the time, date and place of no less than five regular meetings of the Board each fiscal year.

July 25, 2022

August 22, 2022

September 26, 2022

October 24, 2022

November 28, 2022

January 23, 2023

February 27, 2023

March 27, 2023

April 24, 2023

May 22, 2023

June 26, 2023

Trustee Woods seconded the motion. All in favor, motion passed.

COVID-19

Director Kozel-La Ha stated that the acrylics remain and sanitization continues.

Old Plank Trail Bond Account Series 2022

Director Kozel-La Ha noted that the Bond is coming forward. An account has been established at Old Plank Trail Community Bank and \$1,530,000 has been wire transferred as the bond proceeds.

Other

Director Kozel-La Ha is seeking letters of support for abatement.

ADJOURNMENT

At 8:20pm Trustee Mitchell made a motion to adjourn. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, June 27, 2022 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant