

**BHOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – December 9, 2024**

President McCaffrey called the meeting to order at 7:03pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Dr. Eileen McCaffrey, President  
Dr. Phyllis Dahlstrand, Vice President  
Clare Lund, Secretary  
Dan Kenney  
Julie Hueckstaedt

**Staff Present**

Alex Annen, Executive Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant

**Trustees Absent**

Kitty Mitchell, Treasurer  
Dr. Rita Woods

**AUDIENCE TO VISITORS**

President McCaffrey acknowledged library staff.

**PUBLIC COMMENT**

No public comment.

**CORRESPONDENCE**

Director Annen reviewed correspondence from the following:

- Will County D.A.R.E. Team
- Joliet Township Transition Center
- Old Plank Trail Community Bank
- Hearne & Associates
- Charles Pelkie Jr; Will County Clerk
- Liberty Mutual

**APPROVAL OF MINUTES**

Trustee Lund made a motion to accept the REGULAR minutes of the October 28, 2024 Library Board meeting. Trustee Kenney seconded the motion. All in favor, motion passed.

**TREASURER'S REPORT**

**Bills**

Business Manager McSweeney recapped the Statement of Financial Position as of October 31, 2024. The following reports were available:

- Statement of Financial Position dated October 31, 2024
- Transaction Detail dated November 1-27, 2024
- Deposit Detail dated October 29 – November 25, 2024

Trustee Dahlstrand made a motion to approve bills dated November 1-27, 2024 and Financial Statements as stated. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Kenney made a motion to approve \$125,000 to pay November bills and December payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **EXECUTIVE LIBRARIAN'S REPORT**

- Details of the following can be found in the Director's Report
    - Halloween Candy collection
    - Santa Celebration
    - Kindergarten Tours
    - Library of Things – Musical instruments
    - Staff holiday lunch
    - Maintenance issues were addressed
  - Currently at 24.8% of the Library's Working Budget
  - Treasurer Bond was purchased for Library Treasurer – Trustee Mitchell. Additionally, we are waiting for a quote for Directors and Officers insurance. We will also look into other Library Insurance options this spring.
  - General Funds Account was moved to a MaxSave interest bearing account resulting in \$8,010.01 in interest earned from November 18-29, 2024.
  - Jaimie Rachlin; Meristem Advisors is preparing proposed changes for our inter-fund borrowing. There was a short discussion.
  - Auditor will attend the January board meeting
  - Per Capita Grant due at the end of January
- There was a short discussion regarding the Library Bill of Rights.

### **Other Manager's Reports**

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

### **UNFINISHED BUSINESS**

President McCaffrey stated that there was no unfinished business to report.

### **NEW BUSINESS**

#### **A. Committee Reports**

##### **Finance/Budget**

Trustee Mitchell was not present to report.

##### **Personnel**

There was a short discussion regarding annual staff incentives. A staff lunch will be held in-house during work hours and staff will receive a supplement in their paycheck. Director Annen gave a brief explanation and there was a discussion.

President McCaffrey stated that email access for former Director Kozel-La Ha will terminate December 10, 2024. There was a short discussion.

President McCaffrey asked if Trustees want a library email address. Trustee Kenney requested a library email. There was a short discussion.

##### **Policy**

Trustee Lund had no new business to report.

## **Legal**

Trustee Woods was not present to report.

## **Ethics**

Trustee Mitchell was not present to report.

## **B. Legislation**

Director Annen explained that new Illinois laws will be going into effect regarding pay scale. There was a brief discussion.

## **C. Bond Abatement Ordinance 2024/25-3**

Director Annen explained the purpose of the Bond Abatement Ordinance.

Trustee Lund made a motion to adopt Ordinance #2024/25-3 abating the tax heretofore levied for the year 2024 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 Hueckstaedt seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **D. Review of Staff Survey**

Director Annen provided a summary and gave a review. Trustees discussed the results.

## **E. Standards for IL Public Libraries – Chapter 11 - 13**

Director Annen reviewed Chapters 11 (Youth/Young Adult Services), 12 (Technology), and 13 (Marketing, Promotion, and Collaboration) and gave a summary. There was a discussion.

## **F. Other**

We will go out to bid for a new Bookmobile in January. There was a short discussion.

At 9:12pm Trustee Dahlstrand made a motion to adjourn. Trustee Kenney seconded the motion. All in favor, motion passed.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant