

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – April 28, 2025

President McCaffrey called the meeting to order at 7:02pm, 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, Executive 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:

- Thank you card from Circulation staff regarding National Library Week

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the REGULAR minutes of the March 31, 2025 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 March 31, 2025.

The following reports were available:

- Statement of Financial Position as of March 31, 2025
- Transaction Detail dated April, 2025
- Deposit Detail dated April, 2025

Trustee Kenney made a motion to approve bills dated April, 2025 as stated. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund made a motion to approve \$150,000 to pay April bills and May payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Hueckstaedt seconded the motion. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

Director Annen gave an overview of her April 2025 Director's Report which was made available to the Board members. Highlights included:

- Youth Services couch replacement
- Upcoming building repairs which include repairs to the roof, HVAC fence, outdoor fountain; exhaust fan
- A vehicle backed into the Bookmobile this evening. A police report will be filed.
- Bookmobile update
- New Trustees will be sworn in at the May board meeting and officers will be selected.
- There was a brief discussion regarding non-expiring library cards. Attorney Lenzini recommends moving to a 3-year expiration.
- There was a brief discussion regarding library card holder program registration priority.

Other Manager's Reports

Other reports are available in Trustee packets from Circulation, Adult & 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

President McCaffrey had no new business to report.

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 stated that there is a new safety bill being proposed, but it does not apply to our library.

C. Bookmobile Bid

Trustee Kenney made a motion to approve the process of going out to bid again for the purchase of a new bookmobile, with minor adjustments to the original specifications. The final selection of the bid and award of the contract will be subject to the review and approval of the Board of Trustees. Trustee Lund seconded. A roll call vote was taken. All in favor, motion passed.

D. Approval of Meeting Date Ordinance

Trustee Lund made a motion to approve Public Meetings Ordinance 2024/2025-4 of the Homer Township Public Library District, Will County, IL for the fiscal year July 1,

2025 to June 30, 2026 as stated. Trustee Dahlstrand seconded. All in favor, motion passed

E. Approval of Updated Bylaws

There was a brief discussion.

Trustee Lund made a motion to approve the updated Bylaws as presented. Trustee Kenney seconded. All in favor, motion passed.

F. Approval of Collection Development and Materials Selection Policy

Director Annen gave a brief explanation.

Trustee Lund made a motion to approve the Collection Development and Materials Selection Policy as presented. Trustee Hueckstaedt seconded. All in favor, motion passed

G. Non-Expiring Library Card

Trustee Kenney made a motion to change the library card expiration from non-expiring to a 3-year term. Trustee Hueckstaedt seconded. All in favor, motion passed

H. Registration Policy

Trustee Lund made a motion to authorize the Library Director to make reasonable exceptions to the priority registration policy for Homer Township Library cardholders on a case-by-case basis and provide the board with updates. Trustee Dahlstrand seconded. All in favor, motion passed.

I. Other

Director Annen gave a brief explanation of the Record Retention Act and surveillance camera records.

Director Annen noted that we have started staff reviews and evaluations. Possible salary adjustment will be presented in May prior to the start of the fiscal year July 1, 2025.

ADJOURNMENT

At 8:01pm Trustee Lund made a motion to adjourn. Trustee Kenney seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Executive Assistant

Homer Township Public Library
Regular Meeting
2025 Minutes/APR DRAFT

Board of Trustees
04/28/2025