

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – December 1, 2025

Vice President Dahlstrand called the meeting to order at 7:04pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr Eileen McCaffrey, President (remote)
Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Clare Lund, Secretary
Julie Hueckstaedt
Dan Kenney
Dr. Rita Woods (7:05pm)

Staff Present

Alex Annen, Executive Director
Carol McSweeney, Business Manager
Patti Nakutis, Executive Assistant
*Racquel Ungaro, Adult Services Assistant
**(departed at 7:07pm)*

Trustee Kenney made a motion to permit President McCaffrey to attend this meeting electronically due to a family emergency, in accordance with the Open Meetings Act and our board's bylaws. Trustee Lund seconded. A roll call vote was taken. All in favor, motion passed.

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff.

PUBLIC COMMENT

No audience present.

CORRESPONDENCE

Director Annen had no correspondence to share.

APPROVAL OF MINUTES

Trustee Kenney made a motion to accept the REGULAR minutes of the October 27, 2025 Library Board meeting. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

TREASURER'S REPORT

Bills

Business Manager McSweeney recapped the Current Assets from the Balance Sheet of the Statement of Financial Position dated as of October 31, 2025.

The following reports were available:

- Statement of Financial Position as of October 31, 2025
- Transaction Detail dated November 2025
- Deposit Detail dated October 28 – November 30, 2025

Trustee Lund made a motion to approve bills dated November 1-28, 2025 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund made a motion to transfer \$200,000 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 Kenney seconded. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

Director Annen discussed the salary benchmark review developed by HR Source.

There was a brief discussion regarding the open Assistant Director position.

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

- A Special Reserves bank account at Old Plank Trail Community Bank will be moved to an interest-bearing account.
- Carpet was cleaned
- The ILLINET Statistical Survey was submitted.
- One of the two staff restrooms is unusable due to a broken door.
- (2) Circulation "Hold" shelves and (2) Adult Services shelves need to be replaced
- The Illinois State Library announced that the Per Capita Grant amounts will be up to \$1.475 per person, based on the population of the library's service area.
- A federal court ruling preserves the structure and operations of the Institute of Museum and Library Services (IMLS)
- Consumer Price Index will be released in December 2025.
- All managers have taken AED and CPR training.

Other Manager's Reports

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

UNFINISHED BUSINESS

Vice President Dahlstrand stated that there was no unfinished business to report.

NEW BUSINESS

A. Committee Reports

Finance/Budget

Trustee Mitchell had no new business to report.

Personnel

President McCaffrey had no new business to report.

Policy

Trustee Lund had no new business to report.

Legal

Trustee Woods had no new business to report.

Ethics

Trustee Kenney had no new business to report.

B. Legislation

Director Annen had no new business to report.

C. Approve Special Reserve Account Change with Old Plank Trail Community Bank

Director Annen gave a brief summary of the account change.

Trustee Lund made a motion to open a new MaxSafe Public Funds Money Market account – 2nd title line Special Reserve, close the existing Special Reserve checking and place the funds into the new money market account. Trustee Kenney seconded. A roll call vote was taken. All in favor, motion passed.

D. Approve Transfer to Special Reserve Fund

Trustee Mitchell made a motion to authorize a transfer from the General Fund to the Special Reserve Fund in an amount sufficient to bring the Special Reserve Fund balance to \$1,500,000, consistent with the purposes stated in the Library's Special Reserve Fund Ordinance. Trustee Hueckstaedt seconded. A roll call vote was taken. All in favor, motion passed.

E. Review Options and Approve Employee Health Insurance Plan

Director Annen explained the options for Employee Health Insurance Plans as recommended by Steve Orlando; Mission Insurance Services.

Trustee Lund made a motion to approve the Options PPO Blue Cross Employee Health Insurance Plan for 2026. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

E. Approve Programming Policy

Director Annen presented a new Programming Policy (reviewed by Attorney Phil Lenzini).

Trustee Lund made a motion to approve the Programming Policy. Trustee Hueckstaedt seconded. A roll call vote was taken. All in favor, motion passed.

F. Amend Employee Handbook Policy: Update “Annuity” to “457 Retirement Plan”

Director Annen gave a brief overview.

Trustee Kenney made a motion to amend the Employee Handbook Policy: Update “Annuity” to “457 Retirement Plan”. Trustee Lund seconded. A roll call vote was taken. All in favor, motion passed.

I. Amend Employee Handbook Policy: Bereavement

Director Annen gave a brief overview.

Trustee Lund made a motion to approve Employee Handbook Policy: Bereavement. Trustee Kenney seconded. A roll call vote was taken. All in favor, motion passed.

J. Review Illinois Public Library Standards: Finance and Budget, Programming, Safety and Emergency Preparedness

Director Annen reviewed the standards, noting items that still need to be completed.

EXECUTIVE CLOSED SESSION

A. 5 ILCS 120/2 (c): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

Trustee Lund made a motion to go into CLOSED SESSION at 8:08pm for the purpose of discussing 5 ILCS 120/2 (c): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

OPEN SESSION

A. Action pursuant to 5 ILCS 120/2 (c) including approval of closed session meeting minutes and/or the semi-annual review of closed session minutes as required

Open session resumed at 8:10pm.

B. Action pursuant to Executive/Closed Session

Trustee Lund made a motion to approve keeping the CLOSED SESSION minutes through December 2025 closed, due to the need for continued confidentiality. Trustee Kenney seconded. A roll call vote was taken. All in favor, motion passed.

ADJOURN

Trustee Kenney made a motion to adjourn at 8:11pm. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Executive Assistant