

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 27, 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
Kitty Mitchell, Treasurer
Clare Lund, Secretary
Dr. Rita Woods
Dan Kenney
Julie Hueckstaedt

Staff Present

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

Trustees Absent

Dr. Phyllis Dahlstrand, Vice President

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff, John Williams; CPA Hearne and Associates, and Jamie Rachlin; President Meristem Advisors (via zoom).

PUBLIC COMMENT

No public comment.

NEW BUSINESS

Trustee Lund made a motion to amend the agenda to move item 11 C. *Audit* and item 11 D. *Financial Review* to follow item 5. *Public Comment*. Trustee Woods seconded. All in favor, motion passed.

C. Audit

John Williams; CPA Hearne & Associates prepared and presented an Audit with a detailed explanation.

Trustee Lund made a motion to accept the Annual Financial Report for the fiscal year ended June 30, 2024. Trustee Woods seconded. A roll call vote was taken. All in favor, motion passed.

D. Financial Review

Jamie Rachlin; President Meristem Advisors provided a summary and explanation for consolidating the Library bank accounts. There was a discussion.

Trustee Lund made a motion to make a one-time transfer of cash from the General Fund to the following accounts to cover the negative fund balances:

- \$90,000 to IMRF Fund
- \$35,000 to Audit Fund
- \$21,314 to Special Reserve Fund

Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

There was a short discussion and a recommendation regarding the Social Security Levy.

Trustee Lund made a motion to formally close the following 5 accounts as of January 28, 2025

- Audit #3270
- IMRF #8345
- Insurance #8346
- Money Market #3008
- Social Security #0409

All funds from the above accounts will be placed into the existing Levy Intake MaxSafe Public Funds Money Market account ending in #6980.

Trustee Hueckstaedt seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Lund made a motion to make a one-time transfer of cash among the following accounts, in the amounts specified or such other amounts required to eliminate amounts due and owing among funds:

- IMRF Fund to the General Fund in the amount due to other funds (\$133,476 at the end of FY 2024)
- Audit Fund to the General Fund in the amount due to other funds (\$52,709 at the end of FY 2024)
- Special Reserve Fund to the General Fund in the amount due to other funds (\$9,289 at the end of FY 2024)
- Special Reserve Fund to the Social Security Fund in the amount due to other funds (\$203,440 of \$310,032 at the end of FY 2024)
- Special Reserve Fund to the Liability Insurance Fund in the amount due to other funds (\$106,592 of \$310,032 at the end of FY 2024)

Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Jamie gave a Financial Capacity Analysis presentation.

Jamie concluded that the Board of Trustees fiduciary responsibility to the Library is to take advantage of all resources available. The Board must approve annually, the Appropriation Ordinance (including Budget), and Levy (property taxes).

Jamie also recommended the following:

- Ask Accountant to include expenditures vs budget in monthly financial report
- Look at long-term investments
- Pay down bonds if applicable
- Retain fraud protection

Jamie Rachlin and John Williams departed at 8:22pm.

CORRESPONDENCE

Director Annen reviewed correspondence from the following:

- (2) Holiday Cards
- Homer Glen Junior Woman's Club Thank You
- Wintrust Old Plank Trail Bank Allocation Statement
- Patron email

APPROVAL OF MINUTES

Trustee Kenney made a motion to accept the REGULAR minutes of the December 9, 2024 Library Board meeting. Trustee Hueckstaedt seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Bills

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

- Statement of Financial Position as of November 30, 2024 and December 31, 2024
- Transaction Detail dated December 1-31, 2024 and January 1-27, 2025
- Deposit Detail dated December 2024 and January 1-27, 2025

Trustee Woods made a motion to approve bills dated December 1-31, 2024 as stated. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Mitchell made a motion to approve bills dated January 1-31, 2024 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 approve \$225,000 to pay December bills and January payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Mitchell made a motion to approve \$150,000 to pay January bills and February 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 January 2025 Director's Report which was made available to the Board members. In addition, the following was discussed:

- Trustees asked for a photo chart of staff with names.
- President McCaffrey asked that staff always wear their name tag.
- Trustees were asked to review the accuracy of their names on the Will County Statement of Economic Interest.
- We are not a February Election Polling Place.
- Per Attorney Lenzini, trustees should consider using their library email address for all library matters.
- Building repairs and updates.
- The Library is the recipient of the ComEd Efficiency Award.

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 had no new business to report.

Personnel

President McCaffrey had no new business to report.

As part of the Ability Awareness Committee, Trustee Mitchell noted that the Ability Awareness Committee would like to partner with the Library regarding a sign language program for parents.

Policy

Trustee Lund had no new business to report.

Legal

Trustee Woods had no new business to report.

Ethics

Trustee Mitchell had no new business to report.

B. Legislation

Director Annen had no new business to report.

E. Health Insurance

Director Annen provided a summary and gave a review.

Trustee Kenney made a motion to approve the current Health Insurance Plan for library employees and allow the Library Director to finalize and implement the Plan. Trustee Woods seconded. A roll call vote was taken. All in favor, motion passed.

F. Bookmobile

Trustee Lund made a motion to approve the process of going out to bid for the purchase of a new bookmobile. 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 Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

G. Paid Leave Act Policy

Trustee Kenney made a motion to approve the proposed changes to the Library's Paid Leave Act Policy, as outlined in the presented document, effective January 27, 2025. Trustee Hueckstaedt seconded. A roll call vote was taken. All in favor, motion passed.

Trustee Lund made a motion that the board approve a retroactive payout for employees who accrued overage hours of paid leave in the previous calendar year but were unable to use those hours due to an underestimate of hours worked or other administrative issues. The payout will be provided for up to 7 hours of accrued overage per employee, and this compensation should be processed promptly to address any discrepancies caused by the inability to notify employees or other factors beyond their control. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE/CLOSED SESSION

Trustee Kenney made a motion to go into CLOSED SESSION at 9:37pm for the purpose of discussing 5 ILCS 120/2 (c) Open Meetings Act. Trustee Lund seconded. All in favor, motion passed.

OPEN SESSION

Trustee Lund made a motion to come out of CLOSED SESSION and return to OPEN SESSION at 9:37pm. Trustee Woods seconded. All in favor, motion passed.

Trustee Mitchell made a motion to approve keeping the CLOSED SESSION minutes through December 2024 closed, due to the need for continued confidentiality. Trustee Hueckstaedt seconded. All in favor, motion passed.

ADJOURNMENT

At 9:38pm Trustee Lund made a motion to adjourn. Trustee Kenney seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Administrative Assistant