

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – May 19, 2025

President McCaffrey called the meeting to order at 7:06pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

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

Staff Present

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

Trustees Absent

Dr. Rita Woods

OATH of OFFICE

Trustee Lund administered Oath of Office for Trustee of Homer Township Public Library District to Kitty Mitchell, Phyllis Dahlstrand, Eileen McCaffrey, Julie Hueckstaedt, and Dan Kenney.

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Director Annen reviewed correspondence from the following:

- Thank You card to Youth Services staff from a library patron

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the REGULAR minutes of the April 28, 2025 Library Board meeting. Trustee Lund seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Bills

Business Manager McSweeney recapped the Statement of Financial Position as of April 30, 2025.

The following reports were available:

- Statement of Financial Position as of April 30, 2025
- Transaction Detail dated May 1-19, 2025
- Deposit Detail dated May 1-19, 2025

Trustee Lund made a motion to approve bills dated May 1-19, 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 \$398,000 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 Hueckstaedt seconded the motion. A roll call vote was taken. All in favor, motion passed.

ELECTION OF BOARD OFFICERS

President McCaffrey opened the floor for nominations.

Trustee Mitchell nominated President McCaffrey as Board President. President McCaffrey noted no other nominations, and declared [herself] for elected President. Trustee Lund roll call: 6 Ayes / 0 Nays

Trustee Lund nominated Trustee Dahlstrand as Board Vice President. President McCaffrey noted no other nominations, and declared Trustee Dahlstrand for elected Vice President. Trustee Lund roll call: 6 Ayes / 0 Nays

President McCaffrey nominated Trustee Mitchell as Board Treasurer. President McCaffrey noted no other nominations, and declared Trustee Mitchell for elected Treasurer. Trustee Lund roll call: 6 Ayes / 0 Nays

Trustee Mitchell nominated Trustee Lund as Board Secretary. President McCaffrey noted no other nominations, and declared Trustee Lund for elected Secretary. Trustee Lund roll call: 6 Ayes / 0 Nays

Election of Committees

The Board was in agreement to the following committee members:

Finance/Budget - Chair Trustee Mitchell and member Trustee Hueckstaedt

Legal – Chair Trustee Woods and member Director Annen

Personnel - Chair President McCaffrey and member Trustee Dahlstrand

Policy - Chair Trustee Lund and member Trustee Mitchell

Ethics - Chair Trustee Kenney, member Trustee Woods, and member Trustee Hueckstaedt

EXECUTIVE LIBRARIAN'S REPORT

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

- An update on the new registration policy implementation and related patron feedback. A brief discussion followed.
- An overview of the bookmobile specifications and proposed changes.
- A preliminary conversation regarding future insurance considerations.
- Building repairs noted include the outdoor sign, roof work (completed today), and the memorial fountain.
- Announcement that the Summer Reading Program has begun, with sponsorship support from local businesses.

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 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 was not present to report.

Ethics

Trustee Mitchell had no new business to report.

B. Legislation

Director Annen had no new business to report.

C. Interlibrary Loan Policy

Information was provided and Director Annen gave a brief review of the Interlibrary Loan system.

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

D. Service Animal Policy

Information was provided and Director Annen gave a brief review of the details of this policy, since Service Animals are currently not part of our policy.

Trustee Lund made a motion to approve the Service Animal Policy as presented. Trustee Hueckstaedt seconded. All in favor, motion passed

E. Review of Standards for Illinois Public Libraries – Chapter 1 & 2

Director Annen gave a summary.

F. Working Budget Review

A chart was provided and Director Annen gave an explanation. Any changes to the Budget will be discussed before it passes.

G. Personnel Compensation Adjustments

A chart was provided and Director Annen gave an explanation. There was a discussion. The board was in agreement to decide and pass compensation adjustments at the June meeting.

ADJOURNMENT

Trustee Mitchell made a motion to adjourn at 8:35pm. Trustee Lund seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Executive Assistant