

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – October 27, 2025

Vice President Dahlstrand called the meeting to order at 7:01pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Julie Hueckstaedt
Dan Kenney

Staff Present

Alex Annen, Executive Director
Carol McSweeney, Business Manager
Patti Nakutis, Executive Assistant
Becky Vallejo, Adult Services Assist. Mgr.

Trustees Excused

Dr. Eileen McCaffrey, President
Clare Lund, Secretary
Dr. Rita Woods

Trustee Kenney made a motion to appoint Trustee Hueckstaedt as Acting Secretary in Trustee Lund's absence for this October 27, 2025 Board Meeting. Trustee Mitchell seconded. All in favor, motion passed.

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff.

PUBLIC COMMENT

No audience present.

CORRESPONDENCE

Director Annen shared the following correspondence:

- Thank you card from Cards for Hospitalized Kids made by Library Teen Volunteers
- Thank You card from staff member Diane Matecki

APPROVAL OF MINUTES

Trustee Kenney made a motion to accept the REGULAR minutes of the September 22, 2025 Library Board meeting. Trustee Hueckstaedt seconded the motion. 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 September 30, 2025.

The following reports were available:

- (new format) Statement of Financial Position as of September 30, 2025
- Transaction Detail from October 1 - 29, 2025
- Deposit Detail dated September 23 – October 27, 2025

Trustee Kenney made a motion to approve bills dated October 1 - 29, 2025 as stated. Trustee Hueckstaedt seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Mitchell made a motion to transfer \$125,000 to pay October bills and November 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 gave an overview of her October 2025 Director's Report which was made available to the Board members. Highlights included:

- Kindergarten tours were completed.
- Winter Reading Program begins Dec. 4 with Santa and Rudolph; runs through Feb. 2, 2026.
- Budget stands at 14.37%; interest continues to accrue.
- Baker & Taylor closing; leasing account opened with McNaughton and Ingram.
- Trustee Mitchell completed Positive Pay paperwork with BMO.
- Awaiting maintenance contract for outdoor fountain.
- Front doors repaired after power surge.
- Received two carpet-cleaning quotes.
- Job descriptions submitted to HR Source.
- Employee Handbook policy updates from HR Source to be discussed.
- IL Department of Revenue notified us of required sales-tax changes for Craft Fair vendors; applications will be updated.
- New phone purchased for Bookmobile
- Several managers completed Narcan training via Will County Sheriff
- Director attended Per Capita Grant info session
- FOIA request received for additional Tonies information.

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 was not present to report.

Policy

Trustee Lund was not present to report.

Legal

Trustee Woods was not present to report.

Ethics

Trustee Kenney had no new business to report.

B. Legislation

Director Annen had no new business to report.

C. Establishing a Special Reserve Fund: Ordinance 2025/26-3

Director Annen gave a brief review of Ordinance 2025/26-3 & -4.

Trustee Kenney made a motion to establish a Special Reserve Fund: Ordinance 2025/26-3, as provided by 75 ILCS 16/40-50, into which may be transferred thereto each year, the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits, effective immediately. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

D. Adopting a Plan for the Use of the Special Reserve Fund: Ordinance 2025/26-4

Trustee Hueckstaedt made a motion to adopt the Special Reserve Fund: Ordinance 2025/26-4 Plan of Purpose for said Special Reserve Fund. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

E. Approve Charity Collection Containers Policy

Director Annen explained the new Charity Collection Containers Policy.

Trustee Mitchell made a motion to approve the Charity Collection Containers Policy. Trustee Hueckstaedt seconded. All in favor, motion passed.

F. Amend Meeting Room Policy

Director Annen presented an overview of the amended Meeting Room Policy.

Trustee Kenney made a motion to accept the amended Meeting Room Policy. Trustee Hueckstaedt seconded. All in favor, motion passed.

G. Approve Employee Handbook Policy: Background Checks

Director Annen stated that this is from HR Source.

Trustee Kenney made a motion to approve Employee Handbook Policy: Background Checks. Trustee Mitchell seconded. All in favor, motion passed.

H. Approve Employee Handbook Policy: Business Expenses

I. Director Annen stated that this is from HR Source.

Trustee Mitchell made a motion to approve Employee Handbook Policy: Business Expenses. Trustee Hueckstaedt seconded. All in favor, motion passed.

J. Approve Employee Handbook Policy: Victims Economic Security and Safety Act (VESSA)

Director Annen stated that this is from HR Source.

Trustee Kenney made a motion to approve Employee Handbook Policy: Victims Economic Security and Safety Act (VESSA). Trustee Hueckstaedt seconded. All in favor, motion passed.

K. Approve Employee Handbook Policy: Care of Company Equipment

Director Annen gave a brief overview.

Trustee Kenney made a motion to approve Employee Handbook Policy: Care of Company Equipment. Trustee Hueckstaedt seconded. All in favor, motion passed.

L. Review Illinois Public Library Standards: Technology, Marketing and Promotion, Human Resources, Collection Management, Access, and Governance and Administration

Director Annen reviewed the above chapters. The Library is compliant, meeting core standards.

M. OTHER

Director Annen gave a brief discussion regarding insurance.

ADJOURNMENT

Trustee Kenney made a motion to adjourn at 7:56pm. Trustee Mitchell seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Executive Assistant