

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – January 26, 2026

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
Kitty Mitchell, Treasurer
Julie Hueckstaedt
Dan Kenney
Dr. Rita Woods

Staff Present

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

Trustees Excused

Clare Lund, Secretary

Trustee Mitchell made a motion to appoint Trustee Dahlstrand as Acting Secretary in Trustee Lund's absence for this January 26, 2026 Board Meeting. Trustee Woods seconded. All in favor, motion passed.

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

PUBLIC COMMENT

No audience present.

CORRESPONDENCE

Director Annen shared correspondence.

- (6) Christmas Cards
- Note of thanks from a patron
- Letter of Resignation from [Page] Lilly Teggelaar effective January 15, 2026

Director Annen passed around the Statement of Economic Interest for any personnel changes.

APPROVAL OF MINUTES

Trustee Dahlstrand made a motion to accept the REGULAR minutes of the December 1, 2025 Library Board meeting. Trustee Kenney seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Kenney made a motion to accept the CLOSED session minutes of the December 1, 2025 Library Board meeting. Trustee Mitchell 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 December 31, 2025.

The following reports were available:

- Statement of Financial Position as of November 30, 2025 and December 31, 2025
- Transaction Detail dated December 2025 and January 1-26, 2026
- Deposit Detail dated December 2025 and January 1-26, 2026

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

Trustee Woods made a motion to approve bills dated January 1-26, 2026 as stated. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Kenney made a motion to transfer \$150,000 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. A roll call vote was taken. All in favor, motion passed.

Trustee Mitchell made a motion to transfer \$250,000 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 Kenney seconded. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

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

- New assistant director, Thomas Webb, start date February 2
- Expenditures are at 25% of working budget
- Interest income is currently strong
- Auditor will be at February meeting
- Changes in Cyber Insurance
- Consumer Price Index is at 2.7. Tax levy will be based on this number.
- Annual Library Certification due at the end of March.
- Changes forthcoming to IPLAR (Illinois Public Library Annual Report)
- Meeting room speakers (Youth Services and West Wing) have been repaired
- Staff restroom pocket door has been repaired
- HR Source Class Pass for managers/ continuing education

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 was not present 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 Reciprocal Borrowing Policy

Director Annen gave a brief summary of the new policy.

Trustee Kenney made a motion to approve the Reciprocal Borrowing Policy as corrected. Trustee Hueckstaedt seconded. A roll call vote was taken. All in favor, motion passed.

D. Approve Bulletin Board Display Policy

Director Annen gave a brief summary of the new policy.

Trustee Kenney made a motion to approve the Bulletin Board Display Policy as stated. Trustee Dahlstrand seconded. A roll call vote was taken. All in favor, motion passed.

E. Approve Social Media & Comment Policy

Director Annen gave a brief explanation of the new policy. There was a brief discussion.

F. Approve Per Capita Grant

Director Annen reviewed the Per Capita Grant.

Trustee Kenney made a motion to approve Director Annen to submit the Per Capita Grant. Trustee Woods seconded. A roll call vote was taken. All in favor, motion passed.

G. Approve Non-Resident Library Cards

Director Annen gave a brief explanation of Non-Resident Library Card fee methods: General Mathematical Formula and Tax Bill Method.

Trustee Kenney made a motion to approve the Non-Resident Library Card fee to be set at the General Mathematical Formula. Trustee Mitchell seconded. A roll call vote was taken. All in favor, motion passed.

H. Approve Bond Abatement Ordinance 2025/26-5

Director Annen and Business Manager Carol McSweeney gave a brief overview.

Trustee Dahlstrand made a motion to approve the Bond Abatement Ordinance 2025/26-5. Trustee Kenney seconded. A roll call vote was taken. All in favor, motion passed.

ADJOURN

Trustee Dahlstrand made a motion to adjourn at 7:59pm. Trustee Mitchell seconded. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Executive Assistant