

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – June 23, 2025

Vice President Dahlstrand called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President (Zoom)
Dr. Phyllis Dahlstrand, Vice President
Clare Lund, Secretary
Kitty Mitchell, Treasurer
Dan Kenney
Julie Hueckstaedt
Dr. Rita Woods

Staff Present

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

Trustee Kenney made a motion to permit President McCaffrey to attend this meeting electronically due to unexpected childcare obligations, in accordance with the Open Meetings Act and our board's bylaws. Trustee Woods seconded. Roll call vote was taken. All in favor, motion passed.

Trustee Lund made a motion to amend the agenda to move item *11C Review and Approval of Bookmobile Bid* to follow item *5 Public Comment*. Trustee Hueckstaedt seconded. All in favor, motion passed.

AUDIENCE TO VISITORS

Vice President Dahlstrand acknowledged library staff, Dan Eallonardo; Independent Construction Services, and Michael Swendrowski; President – Specialty Vehicle Services LLC (via Zoom).

PUBLIC COMMENT

No public comment.

NEW BUSINESS

C. Review and Approval of Bookmobile Bid

Michael Swendrowski gave a brief review of the 3 bids submitted. His recommendation is TechOps Specialty Vehicles LLC. There was a brief discussion regarding options. TechOps cannot install a "jump seat" in the rear due to federal regulations for that specific vehicle.

Michael will serve as our liaison and noted that the next step would be to approve the bid by signing the proposal, and submit a 50% down payment. The process will begin by building the chassis/body which will take approximately 3-5 months. Graphics, finishes, etc. will need to be chosen. The graphic exterior wrap will be presented to the board for review.

Trustee Kenney made a motion to approve the bid from TechOps Specialty Vehicles LLC for the purchase of a mobile outreach vehicle, with a base cost of \$483,733.30 and option 1 priced at \$2,170.22. This approval is based on the recommendation of the Library's Consultant. Final pricing may be adjusted slightly depending on selected optional features and specifications. I further move to authorize the Library Director to review, approve, and execute the final contract. Trustee Lund seconded. A roll call vote was taken. All in favor, motion passed.

E. Other

Dan Eallonardo advised the board of a leak in the Sprinkler System.

Two sump pumps were not working and have been replaced.

The Veteran's Memorial Fountain is working. Dan is still trying to find a contractor, but in the interim, he was able to do the repair himself.

CORRESPONDENCE

Director Annen had no correspondence to share.

APPROVAL OF MINUTES

Trustee Kenney made a motion to accept the REGULAR minutes of the May 19, 2025 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 May 31, 2025.

The following reports were available:

- Statement of Financial Position as of May 31, 2025
- Transaction Detail dated May 20 - June 25, 2025
- Deposit Detail dated May 20 – June 23, 2025

There was a brief discussion.

Trustee Lund made a motion to approve bills dated May 20 – June 25, 2025 as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Lund made a motion to approve the transfer of \$470,000 to pay June bills and July payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Kenney 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 June 2025 Director's Report which was made available to the Board members. Highlights included:

- Summer Reading updates
- New Tonies collection

- Building issues
- New commercial grade patio furniture
- Upcoming Budget & Appropriation, Levy, and Special Reserves Resolution
- Staff evaluations

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. Working Budget Review

Director Annen gave a brief review of the Working Budget which was provided. There was a brief discussion.

D. Approval of Personnel Compensation Adjustments

Director Annen presented the Personal Update which includes information on state standards, COLA, CPI, historical salary adjustment amounts, other libraries' salary adjustments, % budget impact chart and recommendation. There was a brief discussion.

Trustee Kenney made a motion to approve a salary increase range of 0% to 5% for all library staff. The Director shall have discretion to award increases within this range based on performance evaluations, with the standard increase amount set at 3%, which represents the increase for an average performance rating of 3.

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

EXECUTIVE/CLOSED SESSION

Trustee Lund made a motion to go into CLOSED session at 7:46 p.m. for the purpose of discussing 5 ILCS 120/2 (c)(21) to discuss minutes of meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Also to be discussed is 5 ILCS

120/2 (c)(1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity. Trustee Mitchell seconded. All in favor, motion passed.

At 8:14 p.m. the board came out of CLOSED session.

Trustee Kenney made a motion to approve keeping the CLOSED Session minutes through May 2025 closed, due to the need for continued confidentiality. Trustee Woods seconded. All in favor, motion passed.

Trustee Mitchell made a motion to approve a salary increase of 2.5% for the Library Director. Trustee Kenney seconded. A roll call vote was taken. All in favor, motion passed.

ADJOURNMENT

Trustee Lund made a motion to adjourn at 8:16pm. Trustee Mitchell seconded the motion. All in favor, motion passed.

Respectfully submitted,

Patti Nakutis

Executive Assistant