

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – December 11, 2023

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

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President
Dr. Phyllis Dahlstrand, Vice President
Kitty Mitchell, Treasurer
Cindy Bochenek, Secretary
Jane Klunk
Clare Lund

Staff Present

Sheree Kozel-La Ha, Executive Director
Alex Annen, Assistant Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

Trustees Excused

Dr. Rita Woods

AUDIENCE TO VISITORS

President McCaffrey acknowledged library staff.

OPPORTUNITY for PUBLIC COMMENT

No public present.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- Holiday cards received: Village of HG, Hearne & Associates
- A reminder from the Village of Homer Glen regarding an upcoming Homer Glen Town Center Visioning Community Workshop on November 28
- A thank you note was received from the Village of Homer Glen for the donation to the Veteran's Day package program
- A thank you note was received from Lee Legler Electric and Construction
- A letter from Will County Clerk Lauren Staley Ferry regarding the 2024 Primary election
- A letter from Will County Clerk Lauren Staley Ferry regarding a tax objection
- A letter from Rodney Davis; Office of the Secretary of State regarding a tablet awarded from the IL State Library's Small Business Administration Grant 2012
- A [homemade] thank you card from a young patron regarding the Grand Opening
- A thank you letter from Tom Dubelbeis; Commissioner of the Orland Park Veterans Commission regarding the Treats for Troops initiative at Homer Library that provided them with 12 bins of candy. The OP Commission spent \$11,600 in shipping costs to send 694 candy packages to the troops this year.

APPROVAL OF MINUTES

Trustee Klunk made a motion to accept the minutes of the September 25, 2023 Regular Session Library Board meeting. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Bills / Petty Cash

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of October 31, 2023.

The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated September 30, 2023
- Petty Cash dated August 29, 2023
- Transaction Detail dated September 26 – October 23, 2023
- Deposit Detail dated September 26 – October 23, 2023

- Statement of Assets, Liabilities, and Fund Balances dated October 31, 2023
- Petty Cash dated October 3, 2023
- Transaction Detail dated October 26 – November 30, 2023
- Deposit Detail dated October 24 – November 30, 2023

There was a short discussion.

Trustee Lund moved to approve bills and petty cash dated October 3 – November 30, 2023 as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Klunk moved to approve bills and petty cash dated August 29 – October 23, 2023 as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Transfer of Funds

Trustee Mitchell moved to approve the transfer of \$335,000 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 Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Bochenek moved to approve the transfer of \$481,000 to pay November bills and December payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Lund seconded the motion. A roll call vote was taken. All in favor, motion passed.

EXECUTIVE LIBRARIAN'S REPORT

Director Kozel-La Ha provided a report and recapped the highlights.

- The Staff Appreciation Brunch will be held Jan 28
- Grand Opening Week included a DJ, characters Spiderman and Rapunzel, Blood Drive and fun Photo Booth. Other events that week included: Inclusion Game Night, Magician Trent James, Author Rita Woods, Marvel Bingo, DiNaso Reptile Show, Chef Maddox, Prize Wheel and the Mucha Salsa Food Truck. Extra churros were delivered to the Homer Firehouse.
- We are currently at 31% of our conservative budget expenditures
- Audit is complete and notes a healthy surplus this past year.
- Construction is complete. A final check is due and RoMASS will supply a \$10,000 certified check contingent on the final punch list.
- Propose commissioning a leaf (on our Donor/Recognition Tree) dedicated in memory of Jacqueline (Huff) Fonte.
- Homer community donated 1,320 pounds of candy, as compared to 600 pounds, donated the previous year. Due to this generosity we provided boxes to military members, veterans, the SOS Children's Village, active duty military, the Vet Connect Program, Foster Care Families, and distributed candy through the Orland Veterans Commission to the following overseas areas: Romania, Poland, Germany, Israel, Troops on Mediterranean ships, Middle East, Korea, and Africa.

- The Library teens packed 60 Meals on Wheels holiday gift bags with Gleaner's Oak Arbor support. These bags will be provided for distribution to nearby residents by Will County Community Nutrition Network & Senior Services, who manage 10 locations.
- Coat drive is on-going this month
- An average of 400 items are added each month (library and Bookmobile collection)
- State Standards Chapters 1-13 are enclosed in board packets (emailed previously)

Assistant Director's Report

Assistant Director Annen provided a report and recapped the highlights.

- VEGA catalog is in place – the System agency is working on resolving various issues
- Patrons will use the online format Beanstack for Winter Reading again
- Annen attended the ILA Conference
- Annen attended the ATLAS Meeting – topic: Let's Talk De-escalation
- 13 units were collected at the November Blood Drive

Other Manager's Reports

Other reports are available in Trustee packets from: Adult Services, Bookmobile, Circulation, Teen Services, Youth Services, including stats and Winter Program brochures.

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 Mitchell noted that the committee will meet Monday with Assistant Director Annen.

Legal

Trustee Woods was not present to report.

B. Insurance Review (Horton/BCBS)

In summary:

- Horton implemented a 1.8% increase to cover expanded space and furnishings
- BCBS implemented an 8% increase for health insurance
- Director Kozel-La Ha gave a brief explanation of the Paid Leave Act going into effect January 2024. Library policy will be updated to reflect our compliance.

C. ILA Reports

Director Kozel-La Ha noted that 2 staff attended ILA. See reports in packets.

D. Serving Our Public Standards 1-13 Review

Director Kozel-La Ha noted the Library meets all State Standards. She gave an overview and explanation checklist for review.

EXECUTIVE/CLOSED SESSION

A. Personnel 2(c)(1)

At 7:46pm Trustee Klunk made a motion for the Board to go into CLOSED Session for the purpose of discussing Personnel 2(c)(1). Trustee Mitchell seconded. All in favor, motion passed. Staff was excused.

OPEN SESSION

A. Action Pursuant to Closed Session

At 8:38pm, the Board came out of CLOSED SESSION.

Trustee Dahlstrand made a motion to promote Assistant Director Annen to the position of Library Director at a salary of \$115,000 upon Director Kozel-La Ha's 2024 spring retirement (exact date to be determined). Trustee Klunk seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 8:40pm Trustee Klunk moved to adjourn. Trustee Lund seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, January 22, 2024 at 7pm.

Respectfully submitted,

Patti Nakatis

Administrative Assistant