

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – January 22, 2024**

President McCaffrey called the meeting to order at 7:03pm, 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  
Dr. Rita Woods  
Clare Lund

**Staff Present**

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

**Trustees Excused**

Jane Klunk

**AUDIENCE TO VISITORS**

President McCaffrey acknowledged library staff.

**PUBLIC COMMENT**

No public in attendance.

**CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- A letter was received from Circulation Manager Jody Studer announcing her retirement effective January 3, 2025
- A letter from Will County Clerk Lauren Staley Ferry regarding Statement of Economic Interests List Filing.
- A Consultant fee estimate of \$19,500 from Michael Swendrowski of Specialty Vehicle Services regarding a new outreach vehicle (bookmobile).
- A thank you card from a library patron.

There was a short discussion regarding the sensory bubble wall.

**APPROVAL OF MINUTES**

Trustee Bochenek made a motion to accept the minutes of the December 11, 2023 Regular Session Library Board meeting. Trustee Dahlstrand seconded the motion. All in favor, motion passed.

**NEW BUSINESS**

**ICS – Dan Eallonardo**

Dan stated that the construction project is complete minus a few minor items and furniture delays (shelving, YS desk top, etc.). Engineers are also looking at the problem with heat/frozen pipes in the new restrooms. The contractor has been fully paid although we retain a holdback check to insure all is complete.

Long range planning for the library building (updated 15 years ago) continues. There are upcoming projects that will need to be addressed. Carpeting for the existing (older) spaces, paint, florescent lighting vs LED to be completed, parking lot resurfacing (and possible connection to Village lot), etc. A Long-Range Capital

Replacement document will be updated by Engberg Anderson Architect. There was a short discussion. Dan noted consideration to consider a staff maintenance person. Dan departed at 7:36.

## **TREASURER'S REPORT**

### **Bills / Petty Cash**

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of December 31, 2023. She noted that enough time has passed and suggested closing out the BMO account that had been compromised. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated November 30, 2023 and December 31, 2023
- Transaction Detail dated December 1-17, 2023 and January 1-24, 2024
- Deposit Detail dated December 2023 and January 1-24, 2024
- Petty Cash report dated November 28-December 31, 2023

Trustee Lund moved to approve bills and Petty Cash dated November 28, 2023 – December 31, 2023 as stated. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Mitchell moved to approve bills dated January 1-24, 2024 as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Mitchell moved to approve \$167,000 that paid 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 the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Mitchell moved to approve the transfer of \$180,000 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 Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

## **EXECUTIVE LIBRARIAN'S REPORT**

Director Kozel-La Ha recapped the Director's Report:

- A brief financial review was given. The library construction has been paid and finances are solid.
- The library construction will be featured in the March issue of the ILA Reporter (statewide publication)
- A brief review of the Decennial Report was given
- We anticipate receiving our \$60,119 Per Capita Grant check
- We were awarded a \$2,500 grant from Old Plank Trail Bank (Wintrust)
- We have applied for a \$10,000 grant from BMO
- A historical library overview is available in the Director's Report
- The library accounts for 1.8% of a resident's tax bill
- We are currently at a conservative 55% of the budget at the 6-month mark
- We are investigating the cost of a new Bookmobile and working with a consultant
- We are updating the Strategic Plan
- We are planning an event which will encompass "Meet New Director/Farewell to Sheree"

## **Assistant Director's Report**

Assistant Director Annen recapped the following:

- The online portion of the Winter Reading Challenge has been created through Beanstack. More staff to be trained for this setup.
- Registration is full for the next Blood Drive on Monday, Feb 5
- Our 60-Second Survey from the website and social media are provided for review
- 2 surveys for the state have been completed regarding ILLINET
- Knowbe4 Training continues for staff
- Policy reviews continue with Trustee Mitchell and Trustee Lund
- Meetings and Continuing Education opportunities continue
- Currently reading *The Public Library Director's Toolkit*

## **Other Manager's Reports**

Other reports are available in Trustee packets from Circulation, Adult Services, Teen Services, and the Bookmobile.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell had no new business to report.

#### **Personnel**

Trustee Klunk was not present to report.

#### **Policy**

Trustee Klunk was not present to report.

#### **Legal**

Trustee Woods had no new business to report.

### **ICS – Dan Eallonardo**

The board was in agreement to move forward with the Long Range Capital Replacement document.

### **Decennial Report**

Director Kozel-La Ha gave a brief review of the Committee's work and presented their draft report. The Committee report showcases alliances, cooperation, and intergovernmental partnerships that illustrate our efficiency and reach within our community. There are deadlines to review and submit the final report and several more items were discussed to be added.

### **Bond Abatement Ordinance 2023/24-3**

Trustee Bochenek moved to adopt Annual Abatement Ordinance #2023/24-3 an Ordinance abating the tax heretofore levied for the year 2023 to pay debt service on General Obligation Refunding Library Bonds (Alternate Revenue Source), Series 2020, of the Homer Township Public Library District, Will County, Illinois. Whereas, the Board of Trustees (the Board) of the Homer Township Public Library District, Will County, Illinois (the District), by ordinance adopted on the 22<sup>nd</sup> day of June, 2020, did provide for the issue of \$1,990,000 General Obligation Refunding Library Bonds (Alternate Revenue Source), Series 2020 (the Bonds), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds. This ordinance shall be in full force and effect upon its adoption,

adopted January 22, 2024 by the Board of Trustees. Trustee Dahlstrand seconded the motion. A roll call vote was taken. All in favor, motion passed. This legal abatement effectively showcases the Library Trustee's commitment to contain taxes.

**Other**

There was a brief discussion regarding snow days.

There was a brief discussion regarding the sensory bubble wall.

**CLOSED SESSION**

Trustee Dahlstrand made a motion to go into CLOSED SESSION for the purpose of discussing Personnel 2(c)(1). Trustee Bochenek seconded the motion. All in favor, motion passed.

At 9:18pm the board came out of CLOSED SESSION.

**ADJOURNMENT**

At 9:19pm Trustee Lund made a motion to adjourn. Trustee Mitchell seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, February 26, 2024 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant