

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – March 18, 2024

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

ROLL CALL

Trustees Present

Dr. Eileen McCaffrey, President (*via Zoom*)
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

Vice President Dahlstrand acknowledged library staff and visitors Julie Hueckstaedt and Dan Kenney.

PUBLIC COMMENT

Visitor Dan Kenney gave a brief summary of both his background and interest in serving the community should a board vacancy become available.

CORRESPONDENCE

Director Kozel-La Ha reviewed the following correspondence:

- A *Thank You* card was received from Youth Services Assistant Manager Lisa Freisleben for the opportunity to attend the educational Anderson's Bookshop Children's Literature Breakfast.
- A *Retirement* card for Director Kozel-La Ha from Library Trustee Jane Klunk, Peotone Library District, and 12 additional personal cards.
- A *Thank You* card was received from former staff Dawn Fox regarding her recent retirement.
- Vice President Dahlstrand presented Director Kozel-La Ha with a card and gift on behalf of the Library and Trustees.
- Trustee Mitchell presented Director Kozel-La Ha with a card and gift from the Library Board of Trustees.

APPROVAL OF MINUTES

Trustee Bochenek made a motion to accept the minutes of the January 22, 2024 CLOSED Session Library Board meeting. Trustee Woods seconded the motion. All in favor, motion passed.

Trustee Bochenek made a motion to accept the minutes of the February 26, 2024 Regular Session Library Board meeting. Trustee Mitchell 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 February 29, 2024. The following reports were available:

- Statement of Assets, Liabilities, and Fund Balances dated February 29, 2024
- Transaction Detail dated March 1 – March 20, 2024
- Deposit Detail dated February 27 – March 20, 2024

Trustee Woods moved to approve bills and Financial Statements dated March 1–20, 2024 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 \$210,000 to pay March bills and April 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.

EXECUTIVE LIBRARIAN'S REPORT

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

- A Fiscal Year-End Overview Historical Chart was distributed
- A copy of an article from the March 2024 issue of the ILA Reporter featuring Homer Library Expansion Showcase was distributed
- 410 attendees came out for the Magic & Music & Farewell to Sheree program this past Saturday
- The Used Book Sale netted a \$2500 profit (funds will support library initiatives including the Micro Pantry)
- We are currently promoting donations for the Micro Pantry
- The Non-resident fee is currently \$170
- April 7-13 is National Library Week
- We are currently at 67% of the budget
- The library equates to 1.8% of residents tax bill
- Adult Services Manager Heather Colby is a Judge in the Illinois State Library *Letters About Literature* program
- Per Capita should bring in just over \$60,000 this year
- \$5,000 Grant was received from BMO
- \$2,500 Grant was received from Old Plank Trail Bank/Wintrust for programing, etc.
- Educational opportunities for staff continue – Staff In-service training is scheduled for June 7
- ALA Conference is scheduled for June 27-July 2 in San Diego, California
- March 19 is Election Day – open for voting only as we typically see 1,500 voters who come in to vote and our two polling places
- Director Kozel-La Ha thanked the Board of Trustees for 24-years of service as a dedicated team with her
- There is interest in a joint drive from the Library into Heritage Park, expressed via elected officials
- Director Kozel-La Ha asked Dan Eallonardo to obtain painting quotes, as this should be undertaken in a phased approach for 2024 & 2025

Assistant Director's Report

Assistant Director Annen recapped the following:

- Winter Reading had 606 total participants
- Staff working on Security Awareness Training this month
- Annual Chick Hatch 11 out of 14 eggs hatched – Ludwig Feed Store takes the chickens
- We were approached to collaborate with White Oak Library to participate in the Student Success Initiative to get a library card to every student at Lockport High School
- Implementing Paid Leave for All Workers Act (PLAWA) – see New Business below

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.

Paid Leave for All Workers Act (PLAWA)

Assistant Director Annen noted that with assistance from the Library Attorney, the policy was updated to be in compliance with the PLAWA.

Trustee Woods made a motion to approve PLAWA as stated. Trustee Bochenek seconded the motion. All in favor, motion passed.

Old Plank Trail Bank/Wintrust

Director Kozel-La Ha noted that Old Plank Trail Bank needs 2 signatures for the current account. This will be tabled until next month.

Non-Resident Fee

Vice President Dahlstrand noted that our current Non-resident fee is \$170 per family. The board was in agreement to maintain the same rate.

Trustee Bochenek approved the annual non-resident fee at \$170. Trustee Woods seconded the motion. All in favor, motion passed.

Trustee Position

Trustee Bochenek presented the board with her Letter of Resignation, effective March 19, 2024.

Trustee Mitchell made a motion to accept Trustee Bochenek's Letter of Resignation effective March 19, 2024. Trustee Woods seconded the motion. All in favor, motion passed.

Director Kozel-La Ha presented Trustee Bochenek with a gift from the Library.

Trustee Woods made a motion to appoint Trustee Lund as Library Board Secretary effective March 19, 2024. Trustee Mitchell seconded the motion. All in favor, motion passed.

Trustee Mitchell made a motion to appoint Julie Hueckstaedt to the position of Library Board Trustee effective March 19, 2024. Trustee Woods seconded the motion. All in favor, motion passed.

ADJOURNMENT

At 8:09pm Trustee Woods 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, April 22, 2024 at 7pm.

Respectfully submitted,

Patti Nakutis

Administrative Assistant