

**HOMWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, February 15, 2017
7:00 P.M.**

CALL TO ORDER

President Barr called the meeting to order at 7:00pm with a roll call vote. Present were Mr. Barr, Dr. Dague, Mr. Flor, Mr. Harris, Ms. Sterbenc and Administrative Librarian Ms. Crump. Absent were Ms. Korajczyk & Mr. Bouchie. Recorder of minutes was Leslie Stark.

GUESTS

Adrienne River – Homewood Resident
Lorea Farley– Homewood Resident

PATRON COMMENTS

Suggestions sheets were reviewed.

PUBLIC COMMENTS

None

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the Minutes of the Board Meeting of January 18, 2017
- Acceptance of the Treasurer's Report of January 31, 2017
- Approval of General Fund Check Register
 - Acceptance of the Bills Payable Report in the amount of \$142,205.14
 - Payrolls February 2017
 - IMRF and FICA January 2017
 - Balance Sheet as of January 31, 2017
 - YTD Actual Vs. Budget
- Acceptance of Statistical Circulation Report for January 2017

Ms. Harris moved to approve the Consent Agenda with corrections noted, Mr. Dague seconded. Roll Call vote: Mr. Barr-aye, Dr. Dague-aye, Mr. Flor-aye, Mr. Harris-aye, Ms. Sterbenc-aye, Ms. Korajczyk – absent, Mr. Bouchie – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

ADMINISTRATIVE LIBRARIAN'S REPORT (Information) – see attached

- Election report
- Flossmoor Public Library hired a new Administrative Librarian who starts March 15th.
- Legislative Breakfast – Crump & Harris attended. Reissuing of ILA mission statement – has been posted on our community bulletin board.
- Staff report
- Strategic Planning Report
- Facility Report
- PPC Report
- Homewood Science Center Report

- Donations
- Amy's extra -curricular activities
- Upcoming Events for Trustees

COMMITTEE REPORTS

- Facilities (Information) – No report.
- Finance (Information) – Mr. Flor – doing well with expenses – running under with staff wages. Running over with regard to electricity. Hopefully the LED lighting will make an impact. General discussion of property tax disbursements – Ms. Crump will have a report run showing expected revenue that shows 45% from July – Dec, 55% from Jan – June. In the “All funds budget – ytd”, property tax income – Audit fund shows zero – Mr. Flor takes issue with these reports. Wants to keep the books with accordance with the levy. Cash report – need 1.5 million in our working reserves – we are going to be down to 1.1 million by next month. Need to keep our operating expenses at zero.
- Personnel Policy (Action) Motion made by Dague and seconded by Harris to approve minutes of the February 8th meeting.
- Policy (Information) – No report.

OLD BUSINESS

- CD rates – There are 4 comparisons. Leaving money in the bank costs us interest income. General discussion regarding where to keep the working capital. Is frozen capital if we put it in a cd. Last CD cashed out at \$461,000.00 – at the time it was in the old cd, we had no delay with property tax collection. Will have the finance committee to review and also review methodologies in play with regard to budget.
- Reminder about Strategic Planning meeting on March 9th here at the library in the downstairs meeting room.
- Joint Review Meeting about the proposed new TIF District is scheduled for March 8th at 2pm in the Village Hall.
- Reducing the interfund in Bldg & Maintenance Special Fund (information) According to Cygan & Hayes, not possible to move funds between accounts. Board will have to wait until the next levy to reduce amount levied for that fund. We are under expensing into a certain line item – Ms. Crump will get list from and/or talk with Lisa.
- Ms. Crump showed the signage for Dewey number range at end of shelves. Directional signage will be also installed.
- Cooperation with the Science Center. Tori Alt is working with Kate Purvis at the Science Center for summer reading. An idea was presented for HPL & the Science Center have more of a collaborative connection such as moving the library's Makery over to the Science Center. Science Center will be looking hard at their facility –i.e. their roof needs repair. Needs to be a conversation with regard to hours, equipment etc. There are a lot of details that need to be addressed before we go down this path. As the Science Center develops – there will be a maker space created. Board is open to having a conversation with the Science Center.

NEW BUSINESS

- Proposed policy amendment (Action) “In the event of no quorum present at a Board meeting, all invoices and payroll will be paid and then ratified at the next meeting with a quorum.” No motion on this - Will be sent to the policy committee. We have a procedure for paying payroll not a policy. Mr. Harris will set up a meeting.

- Proposal for Annual Evaluation of Administrative Librarian(Action) Copy of proposal – method and procedure for annual evaluation of Adm Librarian. Consistency – distributing the same tool as last year. Compile & share with Adm Librarian. Time frame will be problematic – need approval tonight to distribute documents and get back by March 1st – Personnel policy – Jennifer Muryn has not gotten back to Ms. Dague for the previous documents that were utilized last year. Motion was made to authorize the Chair of the Personnel Policy Committee and the entire committee to proceed with proposal as presented. Motion was approved unanimously.
- Tuition reimbursement request – Kelly Campos met requirements for last semester - still doing well this year. – Approved by supervisor. Mr. Harris made a motion to approve the tuition reimbursement request for Ms. Campos, seconded by Ms. Sterbenc – roll call vote– Mr. Flor – aye, Mr. Barr – aye, Dr. Dague – aye, Ms. Sterbenc – aye, Mr. Harris – aye. Ayes – 5, Nays – 0, Absent – 2. Motion passed.

Motion made by Ms. Dague, seconded by Mr. Harris - to adjourn to closed session under ILCS 5 120/2(c)(2) to consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee, and under ILCS 5 120/2 (c)(2) to discuss collective negotiating matters. Roll call vote: Mr. Barr – aye, Ms. Sterbenc – aye, Mr. Flor – aye, Ms. Dague – aye, Mr. Harris – aye. Ayes – 5, Nays – 0, motion passes at 8:11pm.

5 minute recess.

Adjourn out of closed session at 8:54pm. Motion passes unanimously.

ADJOURNMENT

Motion made by Ms. Sterbenc, seconded by Mr. Harris to adjourn. Motion passed unanimously. Board meeting adjourned at 8:55 pm.

The next Board meeting is scheduled for March 15, 2017.

Accepted

_____ **Murray Barr, President**

_____ **Percy Harris, Secretary**