

**HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, March 15, 2017
6:00 P.M.**

CALL TO ORDER

President Barr called the meeting to order at 6:00pm with a roll call vote. Present were Mr. Barr, Dr. Dague, Mr. Flor, Mr. Harris, Ms. Sterbenc, Mr. Bouchie, Ms. Korajczyk and Administrative Librarian Ms. Crump. Recorder of minutes was Leslie Stark.

GUESTS

Lorea Farley– Homewood Resident

PATRON COMMENTS

Suggestions sheets were reviewed.

PUBLIC COMMENT – None.

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the Minutes of the Board Meeting of February 15, 2017
- Approval of the Minutes of the Special Board Meeting of March 9, 2017
- Acceptance of the Treasurer's Report of February 28, 2017
- Approval of General Fund Check Register
 - Acceptance of the Bills Payable Report in the amount of \$290,336.22
 - Payrolls March 2017
 - IMRF and FICA March 2017
 - Balance Sheet as of February 28, 2017
 - YTD Actual Vs. Budget
- Acceptance of Statistical Circulation Report for February 2017

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

ADMINISTRATIVE LIBRARIAN'S REPORT (Information)

- Innovation committee – today was deadline for staff appointee – the committee (for the first 5 months that they met) have been reading books and meeting with the staff. Long term goal is to get to where we don't have an innovation team because everybody is a member. Department heads are on board with this.
- PPC report
- Upcoming events for trustees – April 19th at 6pm – Library Director from Crete to do an orientation for the new board trustees i.e. going over a sample agenda, responsibilities of board and the director.
- A patron may be emailing board members because she is unhappy about her overdue fees.

COMMITTEE REPORTS

- Facilities (Information) – No report.
- Finance (Information) –
 - Committee met and talked about the CD rates that the board asked them to look into. Recommending the Board put \$450,000 at First Midwest Bank at 1.5%. Finance committee is recommending one CD for 23 months. Penalty of withdrawing early is usually the unpaid interest.
 - Distribution of property tax disbursements of line items in the budget are correct.
 - The board had asked Ms. Crump to make a list of expenses that could be applied to the Building & Maintenance Fund and into the Liability Insurance Fund.
 - The costs to apply to the Building and Maintenance Fund are:
 - Building and Custodial Supplies
 - Custodial – Carpet/Tiles/Banners
 - Custodial Contract
 - Photocopy Repairs
 - Office Equipment Repairs
 - Computer Replacement
 - LAN Hardware
 - Tech Support Contract
 - The costs to apply to the Liability Fund are:
 - Security
 - A general discussion took place about fund balances and the Audit report.
 - The minutes of the last finance committee minutes were approved.
- Personnel Policy (Action) – The minutes of the March 7 meeting were approved with corrections – Ms. Crump will have them ready to be signed by next board meeting.
- Policy (Information) – No report.

OLD BUSINESS

- CD rates – action – discussion was during finance committee – Finance committee
- **Ms. Korajczyk made a motion to approve putting \$450,000 into a 23 month CD at 1.5% interest from First Midwest Bank. Mr. Bouchie seconded the motion. Roll Call Vote: Mr. Barr-aye, Dr. Dague-aye, Mr. Flor-aye, Mr. Harris-aye, Ms. Sterbenc-aye, Ms. Korajczyk – aye, Mr. Bouchie – aye.–Ayes - 7, Nays – 0. Motion approved.**
- TIF District – was passed – here are next 2 steps...
 1. April 11 Village Board Meeting – Public Hearing for proposed TIF District
 2. April 25 Village board Meeting – vote on proposed TIF District

NEW BUSINESS

- Strategic Plan 2017-20 – selection of Library Service Responses (from Community Team, staff & board) As of Monday, March 13 – the top five from each group ended up being eight: Celebrate Diversity, Connect to the Online World, Create Young Readers, Be An Informed Citizen, Know Your Community, Make Informed Decisions, Understand How to Find, Evaluate and Use Information, and Visit a Comfortable Place.
- Request for approval of expenses to be applied towards the Building & Maintenance Levy Fund and the Liability Fund (Action) **Mr. Flor made a motion to adjust general ledger to reflect administration expenses be moved to Building & Maintenance Fund**

from the General Fund. Motion seconded by Ms. Korajczyk. Roll call vote: Mr. Barr – aye, Ms. Sterbenc - aye, Ms. Korajczyk – aye, MrS. Bouchie – aye, Mr. Flor – aye, Dr. Dague – aye, Mr. Harris - aye. Ayes – 7, Nays – 0. Motion passed.

- Land Bank option (Information) – It was pointed out that there is a house for sale behind the library.
- Ms. Crump was instructed to email a picture of the Board with the giant donation check to Ross stores. The money will fund two years of Tales To Wet Your Whistle.

ADJOURN TO CLOSED SESSION

Motion made by Mr. Flor , seconded by Mr. Bouchie - to adjourn to closed session under ILCS 5 120/2©(2) to consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee, and under ILCS 5 120/2 ©(2) to discuss collective negotiating matters. Roll call vote: Mr. Barr – aye, Ms. Sterbenc – aye, Mr. Flor – aye, Ms. Dague – aye, Mr. Harris – aye, Ms. Korajczyk – aye, Mr. Bouchie – aye. Ayes – 7, Nays – 0, motion passes at 7:00pm.

5 minute recess.

Closed session started at 7:09pm

7:56pm – The Board moved back in open session.

Dr. Dague made a motion for a special meeting at 7 pm on March 22. Ms. Sterbenc seconded. All in favor - 7. None opposed. Motion carried.

ADJOURNMENT

Mr. Barr moved to adjourn, Ms. Sterbenc seconded. Motion passed unanimously. Board meeting adjourned at 7:59 pm.

The next Board meeting is scheduled for April 19, 2017.

Accepted

Murray Barr, President

Percy Harris, Secretary