

Homewood Public Library District Board Meeting  
Regular Meeting Minutes  
Homewood Public Library Conference Room  
October 17, 2007

CALL TO ORDER – Mrs. Postma, Vice-President, called the meeting to order at 7:30 p.m. Present at that time were Mr. Bouchie; Mrs. Colton; Mr. Myers; Mrs. Postma; Mrs. Rauch, Administrative Librarian; Mr. Auston, Assistant Administrative Librarian; and Mrs. Barnett, Administrative Assistant. Mr. Barr, Ms. Macikas-Blumstein, and Mr. Olsen were absent.

VISITORS – None present.

CONSENT AGENDA – A motion was made and seconded to accept the consent agenda as presented. Colton/Bouchie. A roll call vote passed. (4 Ayes [Mr. Bouchie, Mrs. Colton, Mr. Myers, and Mrs. Postsma]; 3 Absent [Mr. Barr, Ms. Macikas-Blumstein, and Mr. Olsen]).

TREASURER’S REPORT – Mrs. Rauch explained the necessity of amending an item from the consent agenda. A motion was made and seconded to substitute “\$80,000.00” for “\$50,000.00” as stated in the first item. Colton/Myers. A roll call vote passed. (4 Ayes [Mr. Bouchie, Mrs. Colton, Mr. Myers, and Mrs. Postsma]; 3 Absent [Mr. Barr, Ms. Macikas-Blumstein, and Mr. Olsen]). Additionally Mrs. Rauch reported that the late tax bills may be mailed by November 1, 2007, and should arrive by December 1, 2007. They probably will be due January 1, 2008. She also discussed the Levy Report.

ADMINISTRATIVE LIBRARIAN’S REPORT – Mrs. Rauch discussed current statistics, and reported that two more bicycles have been stolen. The Annual Report sent to the State was missing the Secretary’s Audit page, which needed to be signed again and sent in. The staff party will be held on Sunday, January 13, 2008. Mrs. Rauch has been elected to the SWAN council for a two-year term. After discussion it was decided to allow chess players to use tables in the reading room of the Library at the discretion of the Administrative Librarian.

ASSISTANT ADMINISTRATIVE LIBRARIAN – Mr. Auston reported that a contract has been signed with Versatile to provide e-mail accounts for the Board and staff, probably within two to three weeks. The disaster plan has been completed and submitted to the State as part of the per capita grant and to MLS. Additional copies will be made available to the Board and selected staff. Mrs. Rauch and Mr. Auston will keep copies off location. Mr. Auston discussed a situation in which a patron used extension cords to connect his computer (in his car) to our electrical outlet on the north side of the building. Additional patrons park in this lot, generally used by the staff, to make use of the wireless network. At times staff members have not been comfortable with these situations and have felt unsafe using the parking lot. After discussion the Board agreed to lock up our outside electrical outlet, and to post signs designating this lot as staff only. New signs will be ordered for use on existing poles.

CORRESPONDENCE – None.

COMMITTEE REPORTS (Names of committees have been updated to reflect recent changes in the Bylaws.)

Advocacy – No report.

Facilities – Bids for removing the trees on the north side of the building have been received for \$580.00 and \$1000.00. The consensus was to proceed with this project, since they are too close to the building. The board also agreed that the cracked concrete near the back door should be replaced at this time.

Finance – No report.

Governmental Affairs – No report.

Library Resources – No report.

Policy – Mrs. Rauch reported that a local taxing body wishes to use the Meeting Room more frequently than the four times allowed by Policy. The Board decided not to recommend any exceptions for this group. Copies of the revised Bylaws were distributed.

Audit – No report.

Suggestion box – Patron suggestions were read and discussed.

## OLD BUSINESS

Building remodel – According to Mrs. Rauch a new floor plan should be available at the next meeting.

Web/IT Librarian – Mrs. Rauch reported that she is meeting with a current staff member about the position. Additional adjustments in staffing may be necessary.

Friends event – The annual Friends open house will be held at the Library from 6:30 – 8:30 p.m. on Friday, December 14, 2007. Board members will host the event and mingle with the guests. Some staff will also attend.

Friends report – Mrs. Colton shared a letter from Peggy Eisenstein summarizing the recent book sale.

## NEW BUSINESS

Levy Ordinance – After discussion a motion was made and seconded to adopt Levy Ordinance #119. Myers/Colton. A roll call vote passed. (4 Ayes [Mr. Bouchie, Mrs. Colton, Mr. Myers, and Mrs. Postma]; 3 Absent [Mr. Barr, Ms. Macikas-Blumstein, and Mr. Olsen.]

Early Retirement Incentive – This matter was deferred until the next meeting.

Camera security – Mrs. Rauch presented estimates from three companies. One did not come out to view the premises, but just sent a quote. Another did not check the current electrical situation. The third company provided a very thorough evaluation of our property and needs, and included two additional cameras for the mezzanine area. Although their bid was the highest, Mrs. Rauch recommended accepting it. She also stated that our TIF money this year is almost double, so this is the time to act. A motion was made and seconded to accept the bid from Honeywell Building Solutions in an amount not to exceed \$20,000.00. Bouchie/Colton. A roll call vote passed. (4 Ayes [Mr. Bouchie, Mrs. Colton, Mr. Myers, and Mrs. Postma]; 3 Absent [Mr. Barr, Ms. Macikas-Blumstein, and Mr. Olsen.]

2008 holidays – Mrs. Rauch discussed the possibility of having some “floating” holidays, which would change on a yearly basis. The traditional holidays would remain the same. She will forward staff suggestions to the Policy committee for review.

## MEETINGS

ILA – Six staff member attended the conference and found it to be very interesting. Mrs. Rauch thanked the board for the opportunity for all to attend. Mrs. Postma, who also attended, shared notes from the Open Meetings Act Session presided over by Terry Mutchler, Assistant Attorney General of Illinois.

Future meetings – The Great Lakes Bank economic breakfast is November 14, 2007, at the Olympia Fields Country Club. The Donors forum workshop catalog was presented for review.

ADJOURNMENT – Mrs. Postma adjourned the meeting at 8:37 p.m.

Accepted \_\_\_\_\_

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Anne Colton  
Secretary