

Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
December 16, 2009

CALL TO ORDER – Mr. Barr, President, called the meeting to order at 7:30 p.m. Present at that time were Mr. Barr, Mr. Bouchie, Ms. Eagle, Mr. Flor, Ms. Postma, Mr. Weiss, Rev. Dr. Davis-Bridges, and Ms. Rauch, administrative librarian.

CONSENT AGENDA –A motion was made and seconded to accept the consent agenda as presented. (Bouchie/Weiss)

TREASURER’S REPORT – The library has received tax revenue of approximately \$150,000.

LIBRARIAN’S REPORT –

Board directories: The board received new directories with updated contact information.

Changes to website: The website has been updated to include the library by-laws and board meeting agendas and minutes. Everyone loves to read the minutes.

Digital signatures: Electronic pads have been installed at the circulation desk to record digital signatures from patrons to be used as proof as identity for library cards.

Friends’ recognition night: The entire board, a congenial bunch, agreed the annual Friend’s recognition night was a very nice party.

Audit update: The auditors’ field work is complete. A report is expected in about a month.

CORRESPONDENCE –

Thank you notes: Several patrons expressed their appreciation to library staff members for their help. A staff member thanked the board for its financial support of her MLIS education.

Board member selection process: An applicant for the open board seat registered a complaint that not all applicants were invited for in-person interviews.

Shelving configuration: A patron commented that she finds it difficult to reach books on the lower shelves of the current shelving configuration. The shelving configuration is changing as the library renovation continues.

Credit cards: A patron wrote to say that credit cards numbers are displayed in full on screen when people pay fines online. This will be looked into and changed to protect cardholder privacy, if necessary.

COMMITTEE REPORTS –

Advocacy – No report

Facilities – The library received a change order payment request to cover the generator, which not included in the original bid. As this work is completed, a motion was made and seconded to issue payment of \$105,739.97 (Bouchie/Weiss) The motion passed unanimously.

Finance – The Illinois State Treasurer’s office is verifying wire transfer signatures.

Governmental Affairs – No report

Library Resources – The library website and collection review form are under review.

Policy – The policy committee scheduled a meeting for January 13, 2010 to discuss policy changes related to guest cards, the collection review form, and the trustee selection process.

Personnel Policies – The chair of the personnel policy committee will meet with Ms. Rauch to discuss personnel issues and establish a time for a full committee meeting.

Audit – The annual audit is complete.

Nominating – No report

NEW BUSINESS

Conference attendance: Four staff members are attending the Public Library Association conference March 23-27. Board members are also invited to attend.

Staff recognition night: Staff recognition night is scheduled for January 31. (The holiday party will take place after the first of the year.)

Recognition awards: After discussion, a motion was made and seconded to give full-time library staff members \$100.00 gift cards and part-time staff members \$50.00 gift cards along with a letter from the board thanking them for their patience and perseverance during this year’s renovation work. It was agreed the cards and letter should be presented separately from the annual recognition night party. (Postma/Bouchie) The motion passed unanimously.

Tax exempt affidavit: The tax exempt affidavit was signed.

OLD BUSINESS

Trustee applicant follow-up: The board affirmed the selection process, which followed a standard procedure that was discussed in open meetings, was fair to all applicants.

ADJOURNMENT – A motion was made and seconded to adjourn. (Flor/Postma) Mr. Barr adjourned the meeting at 9:10.

Accepted _____

Amy Eagle
Secretary