

Homewood Public Library District Board Meeting
Special Meeting Minutes
Multi-purpose room - Homewood Library
September 16, 2009

CALL TO ORDER – Mr. Barr, President, called the meeting to order at 7:17 p.m. Present at that time were Mr. Barr, Mr. Bouchie, Mrs. Eagle, Mr. Flor, Mrs. Postma, Mr. Weiss, and Mrs. Rauch, administrative librarian.

BUDGET AND APPROPRIATION ORDINANCE: A special meeting was called to discuss and hear citizen comments regarding the proposed budget and appropriation ordinance (ordinance no. 126). Citizen comments were light, as no citizens attended the hearing.

AJOURNMENT – Mr. Barr adjourned the meeting at 7:32 p.m.

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

TREASURER’S REPORT – The board reviewed a side-by-side report of budgeted and actual expenses related to the renovation project. The project is within ten percent of its projected budget. The original budget may cover the entire project, including the roof and furnishings.

It was noted that tax bills may not be mailed until December.

LIBRARIAN’S REPORT –

Mrs. Rauch presented the board with an initial design concept for the Friends of the Homewood Library’s new “book nook” book sales area, to be completed as part of the renovation project.

She also reported the library has earned a beautification award from the Village of Homewood for the new entrance and garden.

CORRESPONDENCE – The board discussed a letter from a patron concerning the library’s policy on damaged books. The board affirmed the policy.

COMMITTEE REPORTS –

Advocacy – Mrs. Eagle, Friends of the Homewood Library liaison, encouraged board members to join FOHL, if they have not already done so. (It’s only five dollars, people!)

Facilities – Mrs. Rauch reported the shelving on the balcony is scheduled to be moved within the week, a small amount of plumbing and wallpapering remains to be completed, and the stained ceiling tiles will be repaired soon.

Finance – No report

Governmental Affairs – No report

Library Resources – The Resources committee met August 26 at 7:00 p.m.

Committee members discussed the board’s presence on the library website. It was agreed the board presence should meet legal requirements, mesh with the current website design, be easy to update and help make board activities and decisions transparent to the public. Board members discussed whether to include a generic email address for the entire board or separate addresses for individual board members. It was decided that a generic email address that generates an automatic reply would provide a good line of communication with the public and meet the board’s mandate to make decisions and act as a single body.

The Resources committee also discussed revising the collection review request form to help patrons better understand the library’s collection policy. A draft revision was distributed at the full board meeting.

Policy – No report.

Personnel Policies – No report

Audit – Mr. Barr, Mr. Flor and Mr. Bouchie have volunteered to review transcripts and minutes of previous closed sessions, to determine if these records can now be made open to the public.

Nominating – No report

NEW BUSINESS

Maintenance ordinance: A motion was made and seconded to approve ordinance no. 125, authorizing levy of an additional tax for the maintenance, repairs, and alteration of the library building and equipment. (Flor/Postma) The motion passed unanimously on a roll call vote.

Budget and appropriations ordinance: The board having heard all public comments during the earlier special session, a motion was made and seconded to approve ordinance no. 126, providing for budget and appropriations of Homewood Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2009 and ending June 30, 2010. (Postman/Bouchie) The motion passed unanimously on a roll call vote.

Unclaimed property report: The library is not holding any unclaimed property; therefore, an unclaimed property announcement is not needed.

2010 calendar: A motion was made and seconded to provide the same number of holidays to library staff in 2010 as in 2009. (Flor/Postma) The motion passed unanimously.

Exempt properties notification: The board discussed a proposal from Klein, Thorpe & Jenkins, Ltd., attorneys at law, to research and verify the status of tax-exempt properties in the district. The board agreed this merits further investigation but no other action at this time.

Work office, administrative office and multi-purpose room furnishings: A motion was made and seconded to approve proposals from Key Products for furnishing the I.T. room, lead administrator's office, and multi-purpose room. (Flor/Postma) The motion passed unanimously.

OLD BUSINESS

Trustee appointment: Seven resumes for the open trustee position have been received by the library. The deadline for applications is September 30. The board will discuss the applications at the October 14 meeting. Interviews will take place at a special meeting Tuesday, October 27. The board will enter into closed session following the interviews to discuss the merits of each candidate interviewed and make the final selection.

Outgoing Board Members Recognition: Mrs. Eagle and Mrs. Rauch will discuss sending gifts to the outgoing board members in recognition of their service.

MEETINGS –

Trustee Social: Mr. Barr, Mr. Weiss, and Mrs. Eagle attended a trustee social at Tinley Park Library September 11, where they learned about changes to the Freedom of

Information Act that will go into effect in January, and about using social networking as a library resource.

ADJOURNMENT – Mr. Flor turned into a pumpkin and Mr. Barr adjourned the meeting at 9:07.

Accepted _____

Amy W. Eagle
Secretary