

**MEETING MINUTES**  
**HOMEWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, January 18<sup>th</sup>, 2023**  
**7:00 p.m.**

**Call to order**

The meeting was called to order at 7:03 pm.

**Present:** Trustees River, Ward, Uecker, Nowak, Gildart and Harris (joined at 7:04 pm) and Director Waltman. **Absent:** Trustee Martin.

**Introduction of Guests**

Jennifer Cutshall introduced herself as a Homewood resident and candidate for the 4 year slot for Trustee on the April, 2023 ballot.

**Public Comments**

There was no public comment.

**Comment Sheets**

There were only 2 comment sheets. One requested a TV viewing area and the other stated the library was amazing and asked about "comfy" reading spaces.

**CONSENT AGENDA (Action with Roll Call Vote)**

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, November 16, 2022
- Approval of the minutes of the Public Hearing November 16, 2022
- Acceptance of the Financial Reports of November and December, 2022
- Approval of the General Fund Check Registers since November 16, 2022
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments November and December 2022
- Balance sheet as of December 2022
- FY 2021-2022 YTD Actual vs. Budget

Acceptance of the 2022 Statistical Reports

Trustee River motioned and Trustee Uecker seconded to accept the consent agenda as presented. Roll call vote-- **Ayes:** River, Ward, Gildart, Nowak, Uecker and Harris. **Nays:** None. Motion carried.

## **Old Business**

- Carpeting RFP (action)

There was no official action as the Board had previously approved the most recent RFP sent to attorney Tom Melody. Melody's remarks were discussed and it was agreed Director Waltman should move forward with the project.

## **New Business**

- Materials Reconsideration review form and process (action)

There was brief discussion of the Materials Reconsideration review form presented to replace the current form. In the self-identification space on the form it was suggested to add "both" as an option as to whether a person was representing him/herself/themselves and/or an organization.

Trustee Gildart motioned to approve the form with the suggested change and Trustee River seconded. All present voted aye. Motion carried

- Patron Behavior Policy Review (action)

There was some discussion as to the need to make some changes to the behavior policy and all present were in agreement. It was suggested to add the phrase "and/or bulky" to the proposed language.

Trustee Ward motioned to approve the policy changes presented, with the suggested language added, and Trustee Harris seconded. All present voted aye. Motion carried.

- COVID Protocols (action)

The current HPL protocols regarding individual staff members testing positive for COVID were discussed as related to the current CDC protocols. It was noted that the library protocols were more restrictive than the CDC protocols.

Trustee River motioned and Trustee Ward seconded that the library shall adhere to the recommendations of the CDC regarding individuals who test positive for COVID 19 and no longer require a negative test result moving forward. All present voted aye. Motion carried.

- Community Survey (action)

There was discussion of the community survey presented, as well as possible outlets for distribution. Trustee River motioned and Trustee Ward seconded moving forward with the survey. All present voted aye. Motion carried.

## Director's Report

- 2023 Election actions completed
- Staffing (retirements and postings)
- Carpeting RFP continued
- Lighting continued
- Patron behavior policies
- Per capita and Illinet Interlibrary Loan reports
- Certificates and Safety data sheets binders
- In-Service safety follow ups
- FOHL event Monday, January 16

Director Waltman shared that despite not having received the expected tax money yet as of this meeting, the library budget is on track, having expended roughly 43%-49% of the allocated funds in the most significant accounts, at this halfway point in the fiscal year, when expenditures should be at the 49.95% mark.

Director Waltman also shared that the 1/16/2023 FOHL event was cancelled and was instead just a regular meeting and that the annual meeting/pot luck was rescheduled for Monday, **February 27<sup>th</sup> at 6:30 pm** (originally reported 5 pm, but the **correct time is 6:30 pm**). Director Waltman also reported that the FOHL plans to meet quarterly and the future meeting dates are 4/24, 7/24 and 10/23.

Additionally, Director Waltman shared that HPL was featured in an article in the newsletter for the University of Illinois extension, regarding the work done outside by the volunteers in the fall, including numerous U. of I. Master Gardeners, headed by U. of I. Master Gardener, Nancy Kreith.

## Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

## Other Discussion

Trustee Nowak shared that there would again be tax service for seniors at the Irwin Center starting in February and going through April (corrected at February, 2023 meeting to read tax service for **anyone**, not just seniors, though, per Trustee Uecker, most all appointments are already full). Director Waltman shared this information with HPL Adult Services staff.

## Adjournment

Trustee River motioned to adjourn at 7:39 pm and Trustee Uecker seconded. All present voted aye. Meeting adjourned.