

**HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, November 20, 2019
7:00 P.M.**

CALL TO ORDER

President Adrienne River called the meeting to order at 7:00 p.m. Present were Trustees Nancy Gildart, George Bouchie, Thomas Nowak, Adrienne River, Timothy Martin and Jacoba Ward and Percy Harris. Also present was Director Colleen Waltman. The recorders of minutes were Michelle Snoddy and Colleen Waltman

GUESTS

- Staff members: Nicole Peats, Sandra Sullivan, Lisa Stilts, Margaret Novak, Sharon Lade, and guests Dr. Lynne Muhammad, Abdul Rahim Bilal

PUBLIC COMMENT

- Nicole Peats, Homewood Public Library's outgoing collection development coordinator, read a letter to the board and made an appeal to hire a full-time collection development coordinator to fill her position.
- Dr. Lynne Muhammad, a Homewood Public Library patron who does not reside in Homewood, submitted a verbal proposal to the board to include an exhibit in the library that includes recognition of the work and ministry of Muslim leader, Imam Warith Deen Mohammed.
- Abdul Rahim Bilal, a Homewood Public Library patron who resides in Robbins, made a verbal appeal to the board to include an exhibit in the library that includes recognition of the work and ministry of Muslim leader, Imam Warith Deen Mohammed.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Board Meeting of October 16, 2019

Acceptance of the Financial Report of October 30, 2019

- Approval of the General Fund Check Registers dated October 17, 2019, and November 5, 2019
- Acceptance of the Bills Payable Report in the amount of \$200,290.98
- Payroll, IMRF and FICA payments October 2019

- Balance Sheet as of October 30, 2019
- FY 2019 YTD Actual Vs. Budget

Acceptance of the October 2019 Statistical Report

Trustee Bouchie moved to approve the consent agenda with amendments. Trustee Harris seconded.

Roll Call vote: Ward- aye, Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye, Martin-aye. Motion carried

Review Public Comment Sheets

Director's Report

- Staff Meetings
- Union and contract follow-up items
- Chili hoedown and birthday committee
- ILA follow-up and “one word” activity-one word describing Homewood Public Library now and 5 years from now. Forms were given to the board and staff to be completed by January’s board meeting.
- Audit complete-November 26, 2019
- Friends funding

Director Waltman presented a written report. An oral addition was to consider having Homewood Public Library serve as a polling place.

New Business

- Staff Health and Wellness Initiative 2020 (Action)

Trustee Nowak moved to approve \$100 for the Staff Health and Wellness Initiative 2020. Trustee Ward seconded.

Roll Call vote: Ward- aye, Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye, Martin-aye. Motion carried

- Resolution 2019 C - IMRF Authorized Agent (Action)

Trustee Bouchie moved to approve Resolution 2019 C - IMRF Authorized Agent as presented. Trustee Ward seconded.

Roll Call vote: Ward- aye, Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye, Martin-aye. Motion carried

- Holiday Party (Action)

Trustee Bouchie moved to approve authorizing up to \$750 for the staff and board holiday party to be held on December 8, 2019. Trustee Harris seconded. Roll Call vote: Ward- aye, Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye, Martin-aye. Motion carried

- Staff holiday gift (Action)

Trustee Nowak moved to approve the staff holiday gift as presented. Trustee Ward seconded.

Roll Call vote: Ward- aye, Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye, Martin-aye. Motion carried

- PLA Conference registration (Action)

Trustee Gildart moved to approve PLA conference early registration. Trustee Ward seconded.

Roll Call vote: Ward- aye, Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye, Martin-aye. Motion carried

The Board discussed meeting to develop a process for performing a 6 month evaluation of Director Waltman. The Board agreed to meet as a whole at 7 pm, Tuesday, December 3rd to discuss a plan for the process.

CLOSED SESSION

- Executive Session for the purposes of discussing “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body” (5 ILCS 120/2(c)(1)).

Trustee Martin moved and Trustee Bouchie seconded, to go into closed session at 8:14 p.m.

Roll Call vote: Bouchie - aye, Nowak - aye, Ward - aye, Gildart – aye, Harris – aye, River-aye, Martin-aye. Motion carried

At 9:15 pm, Trustee Nowak moved and Trustee Ward seconded to reconvene open session.

Roll Call vote: Bouchie - aye, Nowak - aye, Ward - aye, Gildart – aye, Harris – aye, Martin-aye, Rivers-aye. Motion carried

OLD BUSINESS

- Staff vacation Awards (Action)

Board President Adrienne River read a statement reflecting the following, “The board received an email from an employee regarding the awarding of staff vacation, and the email was discussed in closed session under the exception for discussing employee compensation. On the advice of our attorney, any changes to the collective bargaining contract can only be considered after receipt of a proposed side letter approved by the union membership.” There was additional discussion with the staff present regarding the process needed for proceeding, procedurally, with anything that differs from the contract language. All present on both sides conceded this is new for all, so everyone is figuring it out together.

BOARD COMMITTEE REPORTS

- Facilities – No report
- Finance – No report
- Personnel-No report
- Policy - No report

ADJOURNMENT

Trustee Bouchie moved and Trustee Martin seconded to adjourn at 9:23 PM.
Roll Call vote: Bouchie - aye, Nowak - aye, Gildart- aye, River – aye, Harris – aye, Martin-aye. Motion carried.

The next regular Board meeting is scheduled for January 15, 2020

Accepted _____
Adrienne River, President **George Bouchie, Secretary**