

**HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, November 15, 2017
7:00 P.M.**

CALL TO ORDER

President Bouchie called the meeting to order at 7:01pm. Present were Percy Harris, Adrienne River, George Bouchie, Yoka Ward, and Administrative Librarian Amy Crump. Recorder of minutes was Leslie Stark.

SWEARING IN OF NEWLY APPOINTED TRUSTEES: HPL Board Secretary, Percy Harris, performed the swearing-in of the new Homewood Public Library Board members Catherine Uecker and Tom Nowak.

PATRON COMMENTS (BLUE SHEETS):

Comment sheets were reviewed by the Trustees.

GUESTS –

- Dane Hiatt from Knutte & Associates
- Marilyn Thomas from the HF Chronicle
- Mary Wegrzyn – HPL Teen Librarian
- Owen Price – HPL Teen Leadership Council President

NEW BUSINESS: AUDIT REPORT: Dane Hiatt with Knutte & Associates with the Audit Report for FY 16-17.

- No discrepancies found.
- GASB side – IMRF , fixed assets – larger of decrease due to timing of pension items.
- Other fund issues – two funds have deficits – insurance liability and audit – either levy differently or fund transfers – can only go from general to funds
- Two funds have excess balances. Both funds are addressed by reductions in the proposed Ordinance 17-7 (Levy) to be approved at this meeting.
- Report in general – no major changes in the audit requirement side
- Management letter – only noteworthy is the excess fund balances in the two funds.

PUBLIC COMMENT –

None.

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the Minutes of the Board Meeting of October 18, 2017
- Acceptance of the Financial Report of October 31, 2017
- Approval of General Fund Check Register
 - Acceptance of the Bills Payable Report in the amount of \$161,044.78
 - Payrolls October/November 2017
 - IMRF and FICA October 2017
 - Balance Sheet as of October 31, 2017
 - YTD Actual Vs. Budget

- Acceptance of Statistical Circulation Report for October 2017

Ms. River moved to approve the Consent Agenda, Ms. Ward seconded. All in favor – None opposed- Motion carried.

Teen Leadership Council:

Owen Price stated that a group of teens came together to form the council and it has been in existence for about a year.

Achievements:

- Homeschooler's Art Club – every Monday
- Book Drive
- Laser Tag
- 1st program was run by the teens –Origami
- Brainstorming new ideas such as drones, and teen discussion

Thanked HPL for recycle bin in the F.O.R.T.

ADMINISTRATIVE LIBRARIAN'S REPORT (Information)

See attached document.

- Programming and Community Events Report – Friday is acoustic program with nephew of B.B. King.
- Staff Report – Melissa Serrato and Margaret Silic from Patron Services have resigned. Diane Gallagher is retiring at the end of December – she was the Department Head of Patron Services. Deadline for in-house posting closes on Nov 22nd – the goal is to get someone hired before Diane leaves.
- Facility Report
- PPC Report
- Extra-curricular Activities
- Upcoming events for Trustees – free online training for trustees.

COMMITTEE REPORTS

- Facilities (Action) – **Mr. Harris made a motion to approve the minutes of the 10/9/17 meeting. Ms. Ward seconded. All in favor, none opposed – motion carried.**
- Finance (Action) – **Ms. Ward made a motion to approve the minutes of the 9/26/17 meeting. Mr. Harris seconded. All in favor, none opposed – motion carried.**
- Personnel Policy (Information) – No report
- Policy (Information) – No report and no current chair

OLD BUSINESS:

- Review of Trustee Facts chapters and viewing of safety video for Per Capita grant application. Illinois Public Library per capita grant due in January – trustees review Chapters 1-5, links given at September board meeting. Four members that were trustees at the time *did* complete their homework and enjoyed it.
- Approval of Ordinance 17-7 (a flat levy – it is the same amount as last year. Ms. Crump put a black box notice even though it was not required. **Ms. River made a Motion to approve Ordinance 17-7 – Levy. Seconded by Mr. Harris. Roll call vote: Ms. Ward – aye, Ms. River – aye, Mr. Harris – aye, Ms. Uecker – aye, Mr. Nowak – aye, Mr. Bouchie – aye. Ayes – 6, Nays – 0. Motion carried.**

- Proposed Home Rule Referendum
Ms. Crump passed out a page regarding Home Rule – see attached page. Ms. Crump reported that Mr. Marino stated that it is fine if the HPL board meets in January about this. Village will provide wording for the resolution for the Board to consider. The potential sales tax revenues are approximately 1 million dollars from .25% increase. The Intergovernmental Agreement is still be finalized. At this point, the proposed distribution will be as follows: \$700,000 will goes to District 153 – the remaining gets divided among all 5 taxing districts - which works out to about \$60,000 to each of the 5 taxing districts. The taxing districts don't have to accept the money. Ms. Crump attended the Village board meeting on November 14. There was a general discussion regarding home rule in Downers Grove and their restrictions in their home rule governances. Ms. Crump will continue to monitor all developments. No action.

East Hazel Crest contract: Contract is up June 30, 2019 – needs to be decided six months prior and the EHC board only meets quarterly. Only a small percentage of our patrons are from EHC. Mr. Bouchie will be attending an upcoming EHC board meeting.

NEW BUSINESS –

- Teen Leadership Council – see above
- Auditor's Report (Action) – see above
- Committee Assignments for new board members:
 - Uecker stated that she was interested in the Personnel Policy, Facilities, and Policy Committees.
 - Nowak expressed interest in the Finance and Personnel Policy Committees.
 - Will be tabled until the January board meeting
- Open seat on the board
 - Pat Smith resigned the Board
 - No requirements that it has to be posted – was previously posted in the Highlights which came out in August – interviews were done in October.
 - There were other viable candidates from those interviews.
- Tuition Reimbursement Request for Kelly Campos – she has submitted a request for the current semester. **Motion made by Ms. River to approve the tuition request for Ms. Campos for the current semester. Seconded by Ms. Uecker. Roll call vote: Mr. Harris – aye, Ms. Uecker – aye, Ms. River – aye, Ms. Ward – aye, Mr. Nowak – aye, Mr. Bouchie – aye. Ayes – 6, Nays – 0 - Motion passes**

ADJOURN TO CLOSED SESSION

Motion made by Ms. River and seconded by Ms. Ward at 8:15pm to go into closed session Under ILCS 5 120/2 (C) (2) to discuss collective negotiating matters and Under ILCS 5 120/2 (C) (1) to consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee. All in favor, none opposed – Motion carried. 5 minute recess.

Motion made to adjourn out of closed session by Mr. Harris, seconded by Ms. River at 8:47pm. Motion passed unanimously.

ADJOURNMENT

Motion made to adjourn by Ms. Uecker, seconded by Ms. River at 8:53pm. Motion passed unanimously.

The next Board meeting is scheduled for January 17, 2018 at 7:00pm

Accepted

**George Bouchie,
President**

Percy Harris, Secretary