

**HOMWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

**Regular Board Meeting, Aug 16, 2017  
7:00 P.M.**

**CALL TO ORDER**

President Bouchie called the meeting to order at 7:00pm. Present were Percy Harris, Adrienne River, Jacoba Ward, George Bouchie, Pat Smith and Administrative Librarian Amy Crump. Recorder of minutes was Leslie Stark.

**GUESTS**

- Nancy Gildart – Homewood Resident
- Chris Flor – Homewood Resident
- Jo Greep – Homewood Resident
- Kate Atkins-Grimnell – Homewood Resident
- Jim Cox – Homewood Resident

**PUBLIC COMMENT –** Mr. Cox would like computers for the elderly.

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

- Approval of the Minutes of the Board Meeting of July 19, 2017
- Approval of the Financial Report of July 31, 2017
- Approval of General Fund Check Register
  - Acceptance of the Bills Payable Report in the amount of \$180,674.83
  - Payrolls July/August 2017
  - IMRF and FICA July 2017
  - Balance Sheet as of July 31, 2017
  - YTD Actual Vs. Budget
- Acceptance of Statistical Circulation Report for July 2017

***Mr. Harris moved to approve the Consent Agenda with corrections, Ms. Smith seconded. All in favor – None opposed- Motion carried.***

**ADMINISTRATIVE LIBRARIAN'S REPORT (Information)**

See attached document.

- HPL is using pinhole cameras on August 21<sup>st</sup> for eclipse craft/viewing program.
- Update on the Homewood Science Center – they had a board meeting this past Monday – had a facility assessment – immediate need is \$500,000 for their building– Ms. Crump indicated that HPLK will indefinitely table idea of moving the Makery over to the Homewood Science Center - primary source of funding for the Science Center is from the village & donations. They need to spend approx. \$100,000 for roof alone
- General discussion about ILA trustee day on October 12<sup>th</sup>

## COMMITTEE REPORTS

- Facilities (Information) – July 25<sup>th</sup> meeting discussed the 2 paintings donated by Ms. Curry – Committee came to decision that we can't accept them. **Motion made by Ms. Ward to approve the minutes from the July 25<sup>th</sup> Facilities Committee meeting – seconded by Ms. River. All in favor, none opposed – Motion carried.**
- Finance (Information) – The finance committee met on July 25<sup>th</sup> **Motion made by Mr. Harris to approve the minutes from the July 25<sup>th</sup> Finance Committee meeting, seconded by Ms. River. All in favor, none opposed – Motion carried.** Ms. River did some research regarding a budget & appropriation column in the ordinance. Was discussed about talking to the library's lawyer possibly for next year's B & A. There is some conflicting information that Ms. River reviewed about whether the ordinance should include a separate budget column.
- Personnel Policy (Information) – No report
- Policy (Information) – No report.

## OLD BUSINESS:

- Art donation – Facility Committee recommends that the board declines the offer of the two paintings that Ms. Curry would like to donate. **Motion made by Mr. Harris to accept the Facility Committee's recommendation not to accept the art donation – seconded by Ms. River. All in favor – none opposed – Motion carried.**
- Committee did deliberate on this for quite a while – considered all aspects
- Former Trustee Recognition Proposal: Mr. Harris proposed that the Board honor them during the FOHL dinner on October 21<sup>st</sup> – during National Friends of the Library week. Mr. Bouchie informally brought it up at the FOHL meeting. Doesn't require board to approve.
- Panic buttons – we have them at the service desks – purpose is that if there is a security situation and the situation is as such that an employee can't get to a telephone to call 911, press the panic button – police would be here in swat mode. There aren't wearable ones per se – just regular panic buttons that could be affixed to something around your neck.
- Notice went out in Highlights for 2 open positions for the HPL board. Deadline is at the end of August

## NEW BUSINESS –

- Ordinance 17-6, Budget & Appropriations – set public hearing date (Action) Proposed date is Sept 20<sup>th</sup> (before next board meeting) leaves Ms. Crump enough time for the notice to be in the paper. **Motion made by Ms. Ward to set the Budget & Appropriations meeting for 6:45pm on September 20, 2017 – seconded by Ms. Smith. All in favor – none opposed – Motion carries.**
- Holiday closings for 2018 (Action) In the past the Library has been closed on NY day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve & Christmas day – plus regular part time and full time staff members gets 3 Floating Holidays

- We also have certain days where we are closed and those days are unpaid i.e. Mother's Day, Easter Sunday, Sundays from Memorial Day through Labor Day, and other early closings.
- **Motion made by Ms. River to approve the holiday closings for 2018 as presented by Ms. Crump – seconded by Ms. Ward. 4 in favor – 1 opposed. Motion carries.**
- Board meetings for 2018/19 will be set next June
- Ehlers – handles our bond – potential refunding letter received today from them – informational letter passed around to all the board members.
- Collective bargaining meeting held this past Friday. On August 29<sup>th</sup> there will be a meeting with Ms. Crump & Ms. Ward and our lawyer for discussion.
- September 8<sup>th</sup> meeting with the union

### **PATRON COMMENTS**

Suggestions sheets were reviewed with a general discussion including:

- Teen council – relatively new – no role as of yet for teen budget decisions
- FOHL fully funded Summer Reading 2017 – They donated \$6000 which covered shows, performers, prizes etc.
- Budget cuts are not the only determining factor with regard to programs etc – this needs to be communicated clearly
- FOHL needs volunteers
- Computers for younger kids – addressed in strategic plan – increase accessibility for the tween group or 3<sup>rd</sup> to 6<sup>th</sup> grade
- The request from the public for a bathroom upstairs
- Continuing collaboration of events with the Homewood Science Center
- Part of strategic plan is having consultants coming in to access space utilization

### **Future agenda item:**

- Discussing having an email newsletter in lieu of the printed newsletter

### **ADJOURNMENT**

**Ms. River moved to adjourn, Ms. Smith seconded. Motion tabled.**

**New Business reopened.**

- Mr. Harris discussed Cook County's prescription disposal program - boxes have to be at a Police Station – Homewood Police Chief not receptive to the drop box. Mr. Harris would like it if HPL would have a drop box. Cook County Sheriff's Department comes and takes the boxes.

**Motion reinstated and Motion passed unanimously at 8:32 pm.**

The next Board meeting is scheduled for September 20, 2017 at 7:00pm

**Accepted** \_\_\_\_\_

**George Bouchie, President    Percy Harris, Secretary**

