

**HOMWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

**Regular Board Meeting, September 20, 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.

**PATRON COMMENTS (BLUE SHEETS):**

Suggestions sheets were reviewed with a general discussion including:

- Request for a new 3 whole punch – already ordered
- Request for new Lego books
- Find out if Flossmoor allows the use of only ID for Homewood patrons
- Request for new African American romance books

**GUESTS**

- Tom Nowak – candidate for HPL Board
- Lisa Stilts – library employee and chairperson for the negotiating committee
- John Trynewski – candidate for HPL Board
- Jim Cox – candidate for HPL Board
- Margaret Novak – library employee

**PUBLIC COMMENT –**

Tom Nowak – CPA – CFO for different non-profits and teaches at DePaul University.  
John Tryneski – Library was one of the attractions to Homewood when he first moved here.  
Library enthusiast.

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

- Approval of the Minutes of the Board Meeting of August 16, 2017
- Acceptance of the Financial Report of August 31, 2017
- Approval of General Fund Check Register
  - Acceptance of the Bills Payable Report in the amount of \$179,114.26
  - Payrolls August/September 2017
  - IMRF and FICA August 2017
  - Balance Sheet as of August 31, 2017
  - YTD Actual Vs. Budget
- Acceptance of Statistical Circulation Report for August 2017

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

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

See attached document.

- Staff created 3 videos for Banned Books Week – they are on the website & Facebook page
- On Friday – Amy Crump meeting with someone to talk about renovations this Friday and will be asking the Facility Committee to meet when Ms. Crump has something to present.
- The Per Capita Grant requires that the staff and Board need to view an educational video on safety before the end of the year. Amy Crump provided a link for viewing. There is also a requirement that the Board review part of the Trustee Facts File by the end of December – Amy provided printed copies of the section that needs to be reviewed. (The Library doesn't budget for the Per Capita Grant. East Hazel Crest contract states they will turn over their Per Capita Grant if received).
- ILA Conference is next month – Trustee Day is on Thursday October 12<sup>th</sup> and is in Tinley Park. Jacoba Ward and Percy Harris will be attending. Mr. River is considering it. Ms. Smith and Mr. Bouchie will not be attending.

## **COMMITTEE REPORTS**

- Facilities (Information) – No report. The Facility Committee will meet for the Fall Walkthrough on 10/9/17, at 6 pm.
- Finance (Information) – The Finance Committee will meet to discuss the proposed levy on 9/26/17 at 7 pm.
- Personnel Policy (Information) – No Report
- Policy (Information) – No report

## **OLD BUSINESS**

- Proposed Ordinance 17-6: Budget & Appropriations (Action) Action was handled in prior meeting
- Applications for Open Seats (Action)-
  - Process discussion – we have 2 positions (both 2 year terms) with 12 applicants. The last time we had one open seat (and 12 applicants), the Board interviewed all 12 of the applicants individually. Ms. Crump to email to the board the questions that were used during the last interview process. Interview dates are Oct 9-10 & 16-17. Time frame – 15 minutes each from 7pm – 9pm - all 4 days. 6 slots each night.
  - Process and Procedure discussion tabled
- Collective Bargaining Process – the process continues – slow but moving
- Prescription disposal box – Percy has a meeting with Sheriff's Department before the next October board meeting. Ms. Ward went to look at the Hazel Crest Police Department to do some research about the drop box – they had cameras on the box at all time and she would like to express her concerns about having a drop box at our library – Ms. Ward really does not want it at our library. She feels that there is a safety issue involved and not good for our patrons and safe for our staff. Mr. Harris does not know why the HPD does not want the box.

## **NEW BUSINESS**

- Annual Levy Ordinance – Finance Committee meeting request – already addressed.

- Public Act 100-154 amends the Prevailing Wage Act with the option to post the Annual Ordinance on the library's website rather than posting in a newspaper every year. The new law amends the PW Act that instead of posting in a newspaper, we can post it on our website.
- Public Act 100-0338 increases the minimum for competitive bidding to \$25,000, keeping libraries at the same level as park districts in Illinois. Bill that the ILA worked on with the PPC Committee.
- Public Act 100-0462 authorizes Library Boards to put non-binding advisory questions (referendum) on ballots. Can do things beside a referendum as well – information seeking.
- Public Act 100-0245 modifies the levy reporting requirements for municipal libraries. Does not apply to HPL District.
- Survey for considering discontinuing print newsletter – Ms. River did a little research on online surveys. We are allowing \$11,600 for printing and postage for quarterly newsletter and we already have an email that covers the same information. Maybe something could be put in a newsletter surveying the public. Discussion about SurveyMonkey – is free if under a certain number of questions. Ms. Crump suggested putting a question about whether or not people still want a print newsletter in the next newsletter. Next newsletter will go out by November 15<sup>th</sup>. We will advertise the email newsletter in the printed newsletter. There was a discussion about putting a link for an email survey in the newsletter. Mr. Harris thinks we should collaborate with other agencies to create one newsletter for our area. Ms. River stated that the logistics would be difficult and also suggested that we survey the residents first. Ms. Crump and Ms. River will work out what will be put in the newsletter questioning residents whether or not they still want the print newsletter. Amy will check if it is possible to unsubscribe to our email newsletter.

### **ADJOURN TO CLOSED SESSION**

**Motion made by Ms. River and seconded by Ms. Ward at 8:26pm to go into closed session Under ILCS 5 120/2 (C) (1) to consider appointment, employment, compensation, discipline, performance matters or dismissal of an employee.**

**All in favor, none opposed – Motion carried.**

**Motion made to adjourn out of closed session by Ms. Ward, seconded by Mr. Harris at 9:10pm. Motion passed unanimously.**

### **ADJOURNMENT**

**Motion made to adjourn by Ms. Ward, seconded by Ms. River at 9:12pm. Motion passed unanimously.**

The next Board meeting is scheduled for October 18, 2017 at 7:00pm

**Accepted** \_\_\_\_\_  
**George Bouchie, President    Percy Harris, Secretary**