

**HOMWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

**Regular Board Meeting, April 18, 2018  
7:00 P.M.**

**CALL TO ORDER**

President Bouchie called the meeting to order at 7:02 pm. Present were George Bouchie, Yoka Ward, Adrienne River, Percy Harris, Cece Belue, Tom Nowak, Catherine Uecker, and Administrative Librarian Amy Crump. Recorder of minutes was Amy Crump.

**GUESTS**

Homewood resident Anne Barry, Library Services Department Head Dee Delaney, HPL staff members Nicole Peats, Jill Postma, Lisa Stilts, and Sandy Sullivan.

**PUBLIC COMMENT**

Ms. Barry stated that she filled out a blue comment sheet inquiring into the HPL Budget being available on the website. Ms. Crump had responded to her by phone stating that the budget is not a required item on the website. Ms. Barry requested that the Board consider putting the HPL Budget on the website. Ms. Crump explained that Ms. Barry's request had led her to do more research to see if the information on HPL website met the current requirements. This research led her to have the following pages created on the website: Vision and Policies page (providing the HPL vision statements and directives as well as links to the Policy Manual) and a Legal Notices page (listing the total budget, the number of employees, a link to the Strategic Plan 2017-2020, links to HPL's FOIA policy and form, and a statement about the annual audit.)

Ms. Barry suggested that having the line item budget on the website might be a good idea. Ms. Crump indicated that she is open to whatever the Board decides. The Board decided that this should be discussed at an upcoming Finance Committee meeting.

**PATRON COMMENTS (BLUE SHEETS):**

Comment sheets were reviewed by the Trustees.

Questions were asked about a comment sheet that noted the small number of book discussion groups at HPL. Ms. Crump informed the trustees that there are currently 8 book discussion groups at the library – four led by staff and four led by patrons. It was confirmed that the number of book discussion groups have been reduced in the past few years, some due to staff retiring or accepting positions elsewhere.

Another discussion took place about letters rubbing off from keyboards for the public libraries. Ms. Crump will take a look at which keyboards are problems. Mr. Harris stated he might be able to locate additional keyboards, if needed.

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

- Approval of the Minutes of the Board Meeting of March 21, 2018

- Acceptance of the Financial Report of March 31, 2018
- Approval of General Fund Check Register
  - Acceptance of the Bills Payable Report in the amount of \$164,710.18
  - Payrolls March/April 2018
  - IMRF and FICA March/April 2018
  - Balance Sheet as of March 31, 2018
  - YTD Actual Vs. Budget
- Acceptance of the March 2018 Statistical Reports

**Ms. River moved to approve the Consent Agenda and Ms. Ward seconded. Roll call vote: Bouchie-yes Ward-yes River-yes Harris-yes Belue-yes Nowak-yes Uecker-yes . Motion carried.**

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

See attached document. Ms. Belue took the time to thank the staff for their work on the opening ceremony for the Thinking Money Exhibit and thanked the Friends for the lunch on April 12 during National Library Week.

#### **LIBRARY SERVICES DEPARTMENT HEAD REPORT (Information)**

See attached document.

#### **COMMITTEE REPORTS**

- Facilities (Information)
  - No report
- Finance – (Information)
  - Request for Finance Committee meeting to discuss FY19 Budget. The meeting was set for May 1 at 6:30 pm
- Personnel Policy (Information)
  - No report
- Policy (Information)
  - Request for Policy Committee meeting has been postponed until after May 15. Will be scheduled at the May 16 regular Board meeting.

#### **OLD BUSINESS**

- Revised Renovation proposal
  - The revised bathroom plan was presented. Ms. Postma stated that staff doesn't want to give up the hallway as one of two access points to the staff room. The Board sent the proposal back to the Facility Committee. A meeting was set for May 8 at 6:30 pm. Ms. Postma was asked to attend and Ms. Crump was instructed to invite Dan Pohrte, the architect for the project.
- Newsletter
  - Ms. River requested that this be discussed as part of the Collection Development topic under New Business.

#### **NEW BUSINESS**

- TIF District IGA
  - The Village of Homewood has presented an Intergovernmental Agreement for signing. This IGA allows the Village to release funds from the expired Central

Business District TIF to the taxing districts. President Bouchie and Secretary Harris signed the document.

- Taking minutes of Board meetings
  - President Bouchie noted that Ms. Crump has been taking minutes for the past few months and stated that he is interested in pursuing paying for a contracted employee to take over that task, at an approximate cost of \$75 per month. Each Trustee agreed to explore that on a trial basis. Ms. Belue suggested that Ms. Crump also take minutes for the first month that the contracted employee takes minutes so that they can be compared as a point of reference. Mr. Nowak suggested that Ms. Crump review the minutes each month.
- Collection Development
  - Ms. River provided some budget numbers and circulation numbers and indicated that she is concerned about the reduction of the collection development budget over the past few years. Ms. Crump agreed that it is a concern and that the goal should be to increase it to the ILA-recommended 8-12% of the budget. That goal will be part of the upcoming budget process and discussed at the May 1 Finance Committee meeting.
- Newsletter
  - Ms. River stated that the funds used for the printed newsletter could be funneled into collection development or other library expenses. Ms. Crump provided a number of options that could reduce costs for the printed newsletter. Mr. Bouchie pointed out that applying the funds used for the printed newsletter would raise the collection development budget by only ½% and that he is concerned about community members who rely on the printed newsletter over the emailed version. Ms. Crump said she would be get input from the staff at the 4/26 meeting to see if they have any ideas on how to reduce costs for this item.
- Administrative Librarian's Annual Review
  - In order to start the process, the Personnel Committee will meet on June 6 at 6:30 pm.

### **ADJOURN TO 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, **Ms. Uecker moved to go into closed session at 8:57 pm. The motion was seconded by Mr. Harris and it passed unanimously.**

**At 9:25 pm, Ms. Belue moved to go back into open session, seconded by Ms. Uecker. Motion passed unanimously.**

### **POSSIBLE ACTION**

No action taken.

### **ADJOURNMENT**

**Motion made to adjourn by Ms. River, seconded by Mr. Harris at 9:28 pm. Motion passed unanimously.**

The next Board meeting is scheduled for May 16, 2018 at 7:00 pm.

Accepted

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George Bouchie,  
President

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Percy Harris, Secretary