

**HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, August 15, 2018
7:00 P.M.**

CALL TO ORDER

Percy Harris called the meeting to order at 7:00pm. Present were Jacoba Ward, Tom Nowak, Adrienne River, Cece Belue, George Bouchie, Catherine Uecker, and Administrative Librarian Amy Crump. Recorder of minutes was Leslie Stark.

GUESTS

HPL Attorney Tom Melody was present. HPL Staff members Sharon Lade, Susan Norman, Ashley Sander, Juanita Nutting, Melissa Frew, Sandy Sullivan, Margaret Novak, Jill Postma, Sue Ryan, Karin Gerson, Sue Hoffmann & Teresa Bagatella were present. Also present were members of the public: Mark Horowitz, Andy Lindstrom, Deb Dennison & Phil River.

PUBLIC COMMENT

Mr. Horowitz presented the Trustees with two written questions regarding attorney fees for the library and the family restroom project.

Ms. Dennison inquired about a FOIA and attorney fees spent by the Homewood Library.

Andy Lindstrom repeated statements that he made at the July 2018 meeting, regarding the loss of HPL employees.

Mr. Bouchie moved that the meeting move 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. Roll call vote: Mr. Bouchie – aye, Ms. Uecker – aye, Mr. Nowak – aye, Ms. Belue – aye, Ms. River – aye, Ms. Ward – aye, and Mr. Harris – aye. Motion carried. Adjourned to closed session at 7:15pm.

A motion was made to move the meeting back into open session. Roll call vote: Mr. Bouchie – aye, Ms. Uecker – aye, Mr. Nowak – aye, Ms. Belue – aye, Ms. River – aye, Ms. Ward – aye, and Mr. Harris – aye. Motion carried. Moved into open session at 8:36 pm.

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the Minutes of the Board Meeting of July 18, 2018.
- Approval of General Fund Check Register
 - Acceptance of the Bills Payable Report in the amount of \$165,945.55
 - Payrolls July/August 2018
 - IMRF and FICA July/August 2018
 - Balance Sheet as of July 31, 2018
 - YTD Actual Vs. Budget

- Acceptance of the July 2018 Statistical Reports

Mr. Bouchie moved to approve the Consent Agenda as amended and Ms. Ward seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Percy - aye, River- aye, Uecker-aye, Ward - aye. Motion carried.

ADMINISTRATIVE LIBRARIAN'S REPORT (Information)

See attached document.

Ms. Crump also informed the Trustees that The Homewood Science Center would like to establish Homewood as a Maker Hub, which would support area schools by helping and advising them on maker spaces. There is not currently a Chicago maker hub. The Science Center will be sending Amy Eagle & Kate Purvis to Madison, WI and to Pittsburgh to learn more about this project. Ms. Crump would like to send our employee Tori Alt as well as part of the ongoing collaboration between HPL and the Homewood Science Center. A formal request will be submitted to the Board when details have been worked out.

COMMITTEE REPORTS

- Facilities – No report.
- Finance -- Mr. Nowak feels that our Vanguard fund is adequate for now – the account is a very conservative choice for our investment. We made 2.5% so far this year.
- Personnel Policy
 - Approval of minutes from June 6 and June 26 meeting. (Action)
Ms. Ward moved to approve the minutes and Ms. Uecker seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Percy - aye, River- aye, Uecker-aye, Ward - aye. Motion carried.
- Policy – No report.

OLD BUSINESS

- Proposed Policy amendments
Mr. Bouchie moved to approve the proposed amendments as read at the July 2018 Board meeting and Ms. River seconded. Roll call vote: Belue - aye, Bouchie-aye, Nowak – aye, Percy - aye, River- aye, Uecker-aye, Ward - abstained. Motion carried.
- The Administrative Librarian's Annual Review was tentatively scheduled for Sept 11th or 12th at 6:30pm.
- EHC Contract – Mr. Harris and Ms. Ward attended the recent EHC Board Meeting. The Finance Committee was assigned to start working on a proposed contract to be presented to the East Hazel Crest Board at their October 1, 2018 meeting.
- Recording secretary – Mr. Harris talked about hiring a person who also takes the minutes for Glenwood/Lynwood Library. The cost would be \$75 per meeting. The proposal was sent to the Finance Committee to review.

NEW BUSINESS

- Resolution for merger of EWBC and SWAHM. Signatures for resolution and bylaws needed. (Action)
Mr. Bouchie moved to approve the resolution and Ms. Ward seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Percy - aye, River- aye, Uecker-aye, Ward - aye. Motion carried.
- Proposed Budget & Appropriations Ordinance
Mr. Bouchie moved to set the public hearing for the Public Hearing of the proposed Budget & Appropriation Ordinance for September 19 at 6:45 pm and Ms. Ward seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Percy - aye, River- aye, Uecker-aye, Ward - aye. Motion carried.
- Committees Selection
President Harris appointed the following committees.
 - Facilities Committee: Chair – Bouchie Committee includes Belue, Uecker & Ward
 - Finance Committee: Chair – Nowak Committee includes River, Ward & Bouchie
 - Personnel Policy Committee: Chair – Ward Committee include Belue, Nowak & Uecker
 - Policy Committee: Chair – Uecker Committee includes Belue, Nowak & River
- Upcoming staff & board conferences: (governmental travel rates used for calculations)
 - Mr. Harris to attend ILA Committee Conference in October in Peoria for 2.5 days – cost \$1038.77
 - Ms. Campos to attend ILA Conference in Oct in Peoria for 1 night – Ms. Campos was asked to present on Hamiltunes – cost \$384.77
 - Ms. Wegrzyn to attend the IL Reading Council Conference in Peoria in October – cost \$830.04
 - Ms. Crump to attend the IPELRA Conference at the end of October in Galena for 4 days – cost \$1227.47**Ms. Uecker moved to approve the proposed travel costs for Mr. Harris, Ms. Campos, Ms. Wegrzyn and Ms. Crump to ILA and IPELRA and the IL Reading Council conferences and Mr. Nowak seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Harris - abstains, River- aye, Uecker-aye, Ward - aye. Motion carried.**
- Request for library to be closed half-day on Wednesday, November 14 for ATLAS Workshop and full day on Friday, December 7 for staff in-service. (Action)
Ms. Uecker moved to approve the closed dates and Ms. Ward seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Percy - aye, River- aye, Uecker-aye, Ward - aye. Motion carried.
- Closed days for 2019: Ms. Crump presented a calendar with the closed days marked.
Ms. Uecker moved to approve the closed dates for 2019 and Ms. Ward seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Percy - aye, River- aye, Uecker- aye, Ward - aye. Motion carried.

- Gift cards for holiday 2018: Ms. Crump stated that the cost is built into the current budget.

Ms. River moved to approve the purchase of gift cards for holiday 2018 and Mr. Nowak seconded. Roll call vote: Belue - aye, Bouchie- aye, Nowak – aye, Percy - aye, River-aye, Uecker-aye, Ward - aye. Motion carried.

- Summer Reading Report – presented by Ashley Sander – HPL Event Coordinator
 - Focused on rebuilding the program with help from FOHL
 - The participation rate went up from 2017
 - There was a 40% completion rate

Mr. Harris praised Ms. Sander and the Summer Reading Committee

- Elections 2019 – 3 board seats open. Forms will be available soon and due in December.
- The Welcome Wagon organization is back in operation in Homewood. Since they have returned 63 households have received packets. HPL is an advertiser.

PATRON COMMENTS (BLUE SHEETS):

Comment sheets were reviewed by the Trustees.

- Notary? HPL does not offer this service to the public, due to staffing and cost issues.
- Request for DVD cleaning machine – We already have a machine – is used on items that have been reported to us by patrons. There is a staffing issue with regard to using it on all DVDs Suggestion of putting a sticker on the cases that suggests notifying a staff member if there is a problem with the dvd.
- Enclosing or blocking stairs to be discussed by the Facility Committee
- Majority of the blue slips are complimentary to the HPL Staff

ADJOURNMENT

Motion made to adjourn by Mr. Bouchie; seconded by Ms. Ward at 9:37pm. Motion passed unanimously.

The next Board meeting is scheduled for September 19, 2018 at 7:00 pm.

Accepted _____

Percy Harris, President

Adrienne River, Secretary