

**HOMEWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

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

**CALL TO ORDER**

Mr. Bouchie called the meeting to order at 7:05 pm. Present were Adrienne River, Catherine Uecker, Tom Nowak, and Administrative Librarian Amy Crump. Absent was President Percy Harris, Vice-President Yoka Ward and Cece Belue. Recorder of minutes was Amy Crump.

**GUESTS**

HPL Staff members Jill Postma, Sandy Sullivan, Juanita Nutting, Lisa Stilts, Sharon Lade, Melissa Frew, Deb Casella, Sue Ryan, Andy Lindstrom, Sherry Jameau, Susan Norman, Mary Wegrzyn and Caitlin Archer-Helke. Also present were members of the public: Deborah Dennison, Grace Ryan and David Mendoza.

**PUBLIC COMMENT**

Mr. Lindstrom informed the Board of his resignation. He spoke about the job title, the WGN Block Party and Library dress code. Mr. Lindstrom expressed concern about the library staff's well-being and morale.

Ms. Lade spoke about the culture of the library and her concerns about the library staff.

Ms. Dennison inquired about a FOIA request that she said had been denied.

Ms. Nutting spoke about the end of the pilot for the Library dress code and the impact it has on her personal finances. She also spoke about the past history of raises for library staff.

**PATRON COMMENTS (BLUE SHEETS):**

Comment sheets were reviewed by the Trustees. Mr. Nowak liked the suggestion that the most recent edition of magazines not be available for circulation. Ms. River asked about a comment sheet on the noise level in the library. Ms. Crump explained about the problem with the library's acoustics. Ms. River inquired about cell phone use in the library. Ms. Ryan, staff member, offered an explanation of how library staff require people speaking loudly on their phones (on the second floor) to move to the lobby or outside.

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

- Approval of the Minutes of the Board Meeting of June 20, 2018.
- Acceptance of the Financial Report of June 30, 2018.
- Approval of General Fund Check Register
  - Acceptance of the Bills Payable Report in the amount of \$264,357.13
  - Payrolls June/July 2018
  - IMRF and FICA June/July 2018
  - Balance Sheet as of June 30, 2018
  - YTD Actual Vs. Budget
- Acceptance of the June 2018 Statistical Reports

**Ms. River moved to approve the Consent Agenda and Ms. Uecker seconded. Roll call vote: Bouchie- aye, Nowak – aye, River- aye, Uecker-aye. Motion carried.**

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

See attached document.

2017-2020 Strategic Plan, Year One report – see attached document.

### **COMMITTEE REPORTS**

- Facilities (Information) – no report
- Finance – (Information) – Ms. River reported on topics of the July 17 Finance Committee Meeting: the proposed Budget & Appropriation Ordinance (which will be presented at the regular August Board Meeting), Special Reserve Funds, and requirements for what financial and legal documents should be posted on the Library's website.
- Personnel Policy – (Information)
- Approval of minutes from June 6 and June 26 meeting were tabled due to the Chair of the Committee absence.
- Policy – (Information)
  - Proposed changes to the HPL Policy were given a first reading. Specifically,
    - Remove Sleeping in Library from the list of disruptive behavior in Section 9.03.
    - Add a new second paragraph in Section 9.03 that reads "Sleeping in the library is prohibited if it becomes disruptive."
  - Section 16.01, Restricted Use, Item A will read
    - "A commercial venture is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds (except fundraising for the Library), or for which admission is charged, or at which a collection is taken, sales made or funds raised or activities listed below.
      - Gambling and any other illegal activities
      - Employee recruitment
      - Instructors conducting classes for profit and groups promoting future courses or services entailing fees
      - Informational seminars/workshops conducted by non-501c3 organizations

This does not apply to Library-related groups."

- Section 16.02, Use Limitations, will include the following
  - "Applications must be submitted at least two weeks before use date.
  - Applicant will receive confirmation or denial within five (5) business days.
  - Full description and organization name, including troop number or team name (if applicable), must be provided with application. No acronyms will be accepted as organization name. Acronyms that are not defined will be denied."
- Section 16.05, Regulations will have the following items added.
  - 4. Set-up of the room is the responsibility of the group unless a set-up/dismantle charge of \$30.00 per meeting is paid one week in advance.
  - 15. The Library reserves the right to cancel or reschedule an approved meeting to another date, if necessary. Notice will be given to the person

signing the application via phone call or email within a reasonable time. Any paid set-up fees will be applied to the new meeting date or refunded."

- Approval of minutes from July 10 meeting (Action) **Ms. Uecker moved for approval, Mr. Nowak seconded. Motion passed.**

## **OLD BUSINESS**

- Administrative Librarian's Annual Review
  - The Personnel Committee is still working on this project.
- Staff nametags
  - Discussion was tabled until August meeting.
- East Hazel Crest (EHC) Contract
  - EHC contract will end in June 2019. The next EHC Library Board meeting is August 6, 2018. Ms. Crump will not be able to attend. Mr. Bouchie will ask if President Harris can attend. Ms. River did say that Mr. Harris received a call from Thornton Library because they had been contacted by the East Hazel Crest Board regarding a possible contract.
- Recording secretary
  - This project is still pending.

## **NEW BUSINESS**

- Mr. Bouchie inquired about the FOIA request denial that Ms. Dennison had brought up. Ms. Crump explained that there were two items on the FOIA request and that she had provided one of them. The other one was a request for salary history of current and former staff for the past 5 ½ years. That document does not exist and FOIA statute clearly reads that creation of a document to meet a FOIA request is not required. Mr. Nowak stated that the information should be available through our payroll service. Ms. Crump responded that it would take more than one document to provide the request information and that Ms. Dennison should submit a revised request, as she has done in her past FOIA requests that included requests for documents that do not exist. Her revised FOIA requests have been fulfilled in 2018. Mr. Bouchie inquired about simply providing the information without a revised FOIA request and Ms. Crump replied that such an action has the potential to make the Library responsible for such actions in the future. The discussion ended with the suggestion that Ms. Dennison submit a revised FOIA request.
- Mr. Bouchie then inquired about the dress code. Ms. Crump explained that the pilot program – allowing staff to wear jeans and t-shirts – started in December 2016 in response to staff requests. It was made clear to the staff that the Library Dress Code, established in 2011, was not being altered; that the pilot program was indefinite. On Friday, July 13, Ms. Crump sent an email to the staff informing them that the pilot was ended and that staff needed to start applying the Library Dress Code to their attire when working at the library. Ms. Uecker asked if there was any future plans to involve staff in discussion about the dress code. Ms. Crump replied that she had already been contacted by AFSCME and that the dress code would be part of the ongoing collective bargaining negotiations.
- Ms. River stated that she really enjoys the new Staff Directory provided to the Trustees.
- Ms. River also provided a printed copy of the latest Open Meeting Act for Illinois.

**ADJOURNMENT**

**Motion made to adjourn by Ms. Uecker, seconded by Ms. River at 8:15 pm. Motion passed unanimously.**

The next Board meeting is scheduled for August 15, 2018 at 7:00 pm.

**Accepted** \_\_\_\_\_  
**Percy Harris, President**      **Adrienne River, Secretary**