

**HOMEWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

**Regular Board Meeting, June 20, 2018  
7:00 P.M.**

**CALL TO ORDER**

President Bouchie called the meeting to order at 7:01pm. Present were George Bouchie, Jacoba Ward, Adrienne River, Catherine Uecker, Tom Nowak, and Administrative Librarian Amy Crump. Percy Harris arrived at 7:30 pm (with advance notice). Recorder of minutes was Amy Crump.

**GUESTS**

HPL Staff members Jill Postma, Sandy Sullivan, Angela Messaglia, Juanita Nutting, Lisa Stilts, Sharon Lade, Nicole Peats, Kym McNabb, Melissa Frew, Deb Casella, Sue Ryan, Ashley Sander, Andy Lindstrom and Caitlin Archer-Helke.

**PUBLIC COMMENT**

Sharon Lade handed out a proposal for a Meet-and-Greet between the Board of Trustees and the library staff. She stated that this was in response to the interest in having staff members have their names on their work badges.

Andy Lindstrom spoke about his feelings about the elimination of the Assistant Department Head position, specifically about the impact on Barbi Horowitz who holds that title, and how he feels about having his hours reduced effective July 1.

**PATRON COMMENTS (BLUE SHEETS):**

Comment sheets were reviewed by the Trustees. Ms. Ward noted that there were many compliments for Lynn and Melissa who oversee the Homebound Service that the library offers.

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

- Approval of the Minutes of the Board Meeting of May 16, 2018, as amended.
- Acceptance of the Financial Report of May 31, 2018
- Approval of General Fund Check Register
  - Acceptance of the Bills Payable Report in the amount of \$206,240.75
  - Payrolls April/May 2018
  - IMRF and FICA April/May 2018
  - Balance Sheet as of May 31, 2018
  - YTD Actual Vs. Budget
- Acceptance of the May 2018 Statistical Reports

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

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

See attached document.

Scan-to-fax coming next week.

## **COMMITTEE REPORTS**

- Facilities (Information)
  - Approval of minutes of the May 29 meeting, as amended. **Mr. Harris moved to approve the minutes and Ms. Uecker seconded. Motion passed.**
- Finance – (Information)
  - Request for meeting to create the Budget & Appropriations Ordinance. Meeting was set for June 26 at 8:00 pm.
- Personnel Policy – (Information)
  - Approval of minutes of June 6 meeting was tabled.
- Policy – (Information)
  - No report. Next meeting will be in July to discuss proposed updates/changes to the Policy Manual.
- Nominating Committee
  - Approval of minutes of the May 29 meeting. **Mr. Harris moved for approval, Ms. River seconded. Motion passed.**

## **OLD BUSINESS**

- Administrative Librarian's Annual Review
  - No report. Next meeting set for June 26 at 6:30 pm.
- Staff input on nametags
  - Four staff members addressed the Board regarding having their first names on their work badges. One stated that it welcomed harassment from patrons. Two said that it didn't bother them but that they support the staff members who are uncomfortable with it. One stated that having their names on badges (rather than giving name when asked) takes the control away from the staff member.
  - The Board was asked why they want the staff to have names on the badges. Mr. Bouchie responded that it a common practice in service industries.
  - The discussion was tabled.
- EHC contract will end in June 2019. The next EHC Library Board meeting is August 6, 2018.
- Recording secretary – still in process.
- Proposed Family Restroom (Action)
  - Approval of proposed plan from May 29 meeting. After some discussion among Trustees and staff, **Mr. Harris moved to approve the most recent plan to repurpose one of the staff restrooms as a Family Restroom. Mr. Bouchie seconded the motion. Roll call vote: Harris-aye, Bouchie-aye, Ward-abstain, River- nay, Nowak- nay, Uecker- aye. Motion passed.**
- Proposed changes to staff door – cost estimates and staff input
  - As part of a conversation started by the Facility Committee, estimates were gathered to see how much it would cost to switch the staff entry door into either a punch-code entry or a RFID swipe card entry. Staff input was requested at the

May 31 staff meeting. Staff response is that they prefer neither option and desire to stay with the current key system.

- After some further discussion, **Ms. River moved to install a RFID swipe card entry system and Ms. Ward seconded the motion. Ayes = 2, Nays = 4. The motion was defeated.** The issue was sent back to the Facility Committee for further discussion.

## **NEW BUSINESS**

- Election of Officers (Action)
  - **Ms. Uecker moved to accept the slate of officers as proposed by the Nominating Committee: Harris for President, Ward for Vice-President, Nowak for Treasurer and River for Secretary. Ms. River seconded. Motion passed unanimously.**
- Meeting Dates Ordinance 18-1 (Action)
  - **Ms. River moved to approve Ordinance 18-1 and Ms. Uecker seconded the motion. Motion passed unanimously.**
- Building and Maintenance Levy Ordinance 18-2 (Action)
  - **Ms. River moved to approve Ordinance 18-2 and Ms. Uecker seconded the motion. Roll call vote: Bouchie-aye, Ward-aye, River- aye, Nowak- aye, Uecker- aye. Motion passed.**
- Election of officers Ordinance 18-3 (Action)
  - **Ms. Uecker moved to approve Ordinance 18-3. Ms. River seconded. Motion passed unanimously.**
- Prevailing Wage Ordinance 18-4 (Action)
  - **Mr. Nowak moved to approve Ordinance 18-4, as amended. Ms. Uecker seconded. Roll call vote: Bouchie-aye, Ward-aye, River- aye, Nowak- aye, Uecker- aye. Motion passed.**
- Non-resident Cards Ordinance 18-5 (Action)
  - **Ms. River moved to approve Ordinance 18-5, as amended. Mr. Nowak seconded. Roll call vote: Bouchie-aye, Ward-aye, River- aye, Nowak- aye, Uecker- aye. Motion passed.**
- 4<sup>th</sup> of July parade – the library staff will be participating in the parade and the Trustees were invited to join them.
- Sign up for checking-signing duty – a sheet was passed around for the Trustees to have assigned months for signing checks.
- Ms. Crump pointed out that the 100 year anniversary of the library is in 2024 and she would like to have something special planned, in collaboration with the Trustees.
- Mr. Bouchie reported that he attended the ATLAS Trustee Training last month, which focused on construction and renovation projects.
- Mr. Harris stated that Board Committees will be appointed in August.

## **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, **Mr. Nowak moved to go into closed session at 8:32 pm. The motion was seconded by Mr. Harris and it passed unanimously.**

At 9:25, the meeting moved back into open session.

**POSSIBLE ACTION**

None

**ADJOURNMENT**

**Motion made to adjourn by Mr. Harris, seconded by Mr. Nowak at 9:30 pm. Motion passed unanimously.**

The next Board meeting is scheduled for July 18, 2018 at 7:00 pm.

**Accepted**

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**Jacoba Ward, Vice-  
President**

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**Adrienne River, Secretary**