

**HOMWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, May 16, 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, Cece Belue, 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 and Caitlin Archer-Helke.

PUBLIC COMMENT

None

PATRON COMMENTS (BLUE SHEETS):

Comment sheets were reviewed by the Trustees. Questions were raised about a comment on the noise levels at the library. Ms. Crump stated that it is not a problem, other than the acoustic quality of the library. Ms. Sullivan and other staff confirmed that when Ms. Crump posed it to them. Another comment sheet contained an inquiry about fax machine service at the library. Ms. Crump stated that copier and scanners (for emailing, etc.) were available but not faxing.

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the Minutes of the Board Meeting of April 18, 2018
- Acceptance of the Financial Report of April 30, 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. Ward moved to approve the Consent Agenda and Ms. River seconded. Roll call vote: Bouchie-aye, Ward-aye, River- aye, Harris- aye, Belue- aye, Nowak- aye, Uecker- absent. Motion carried.

ADMINISTRATIVE LIBRARIAN'S REPORT (Information)

See attached document. Ms. Crump mentioned how well the Thinking Money Exhibit went and that the visiting ALA representatives were impressed. She also handed out the events

card for May/June and a Summer Reading event card. Summer Reading will kick off with a block party in the parking lot on June 1.

COMMITTEE REPORTS

- Facilities (Information)
 - No report. Next meeting was set for May 29 at 6:30 pm.
- Finance – (Information)
 - **Ms. River moved to approve the Minutes of the 5/1/18 Meeting. Mr. Nowak seconded the motion and it passed unanimously.**
- Personnel Policy – (Information)
 - No report. Next meeting is set June 6 meeting at 6:30 pm.
- Policy – (Information)
 - No report. Next meeting will be in July to discuss proposed updates/changes to the Policy Manual.

OLD BUSINESS

- Financial Documents available on HPL website
 - Crump provided a list of what financial documents are available on the websites of local libraries and taxing districts. Discussion was held. Topic was tabled until the June Board Meeting.
- Review of Closed Session Minutes
 - The process and statutes regulating the review of closed session minutes were discussed. Ms. Crump will consult the library's attorney regarding compliance and will create a list of all the closed session dates since 2013.
 - Mr. Bouchie and Ms. River will start creating minutes from the closed session recordings that they have listened to thus far.
- Administrative Librarian's Annual Review
 - No report – next meeting is scheduled for June 1 at 6:30 pm.

NEW BUSINESS

- Proposed FY19 Operating Budget (Action)—tabled until after closed session.
- Open Book Initiative
 - Ms. Belue referenced her email about Open Books, Open Books, a non-profit literacy promotion organization based in Chicago. They could donate gently-used books that could benefit disadvantaged members of our community. There's no strings attached, no red tape and no commitment beyond picking up the items they provide. Items they donate do not have to be catalogued, tracked, or specifically accounted for. There are no contracts or official paperwork -the idea is simply to get the books in people's hands. They could donate about 600 books for children and some other number for adults.
 - Discussion was held about whether this project should be connected to the schools or HPL. Mr. Harris stated that Foundation 153 might be interested. Mr. Bouchie stated that the Friends of the Homewood Library might be interested. The topic was tabled until both those groups can be contacted about this project.

- Vaping at library
 - Ms. Crump pointed out that some communities are adding e-cigarettes and other vaping devices to their no-smoking policies. It was decided that the topic should be added to the Policy Committee meeting agenda when they meet in July.
- Potential elimination of overdue fines
 - Ms. Crump stated that it may be time to start discussing eliminating overdue fines at the Homewood Library – but not replacement/damaged items fees. Lansing Library just did that. The American Library Association views fines as obstacles to access and supports the elimination of overdue fines.
 - The fines collected each year has dropped significantly, in part because of automatic renewal. In FY17, the budgeted amount for fines was \$35,000. In FY18, the budgeted amount was \$22,000. For FY19, the fines are budgeted at \$17,000.
 - Fines revenues are already included in the proposed FY19 budget so the earliest it could take affect would be in FY20. Ms. Crump suggested that the annual Per Capita grant might be an option to replace the funds.
 - Mr. Bouchie took a straw poll of the Trustees on this proposal. Two Trustees were against it. One Trustee wants to hear from other library districts. One Trustee is going to talk to other trustees at a upcoming meeting. One Trustee supports the proposal. Mr. Bouchie did not give his opinion.
 - The matter was tabled.
- Election of Officers
 - Ms. River consulted the Board By-laws and discovered that the Trustees are a little behind schedule regarding the annual election of officers. A nominating committee is supposed to present a proposed slate of officers at the May meeting with a vote held at the June meeting and terms starting July 1.
 - Mr. Bouchie asked for Trustees to serve on the Nominating Committee. Ms. Belue, Ms. River and Mr. Harris all volunteered. Mr. Bouchie appointed Mr. Harris to serve as chair. A meeting was set for May 29 at 6:00 pm to prepare a proposed slate of officers. The slate will be presented for a vote at the June meeting and terms will being July 1.
- Staff badges and staff directory
 - Ms. River requested that the Trustees be provided with a staff directory. Ms. Crump responded that she will create one and place it in the Trustees' binders.
 - Ms. River also requested that the staff badges (that are currently worn while working at the library) be amended to include staff names on the badges. Ms. Crump responded that in the past, staff had a strong preference to not have their names on the badges but that she will ask for input at the May 31 staff meeting.
- Recent events at library
 - Ms. Ward stated that she attended the May 1st event on the topic of Ramadan and enjoyed it immensely. She complimented Ashley, Event Coordinator, for the variety of event topics.
 - Mr. Nowak reported that he attended the Family Prom held on May 11 and was amazed by staff member Kelly and Sherry and Darnetta's enthusiasm. He said it was a nice event.

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. Ward moved to go into closed session at 8:32 pm. The motion was seconded by Ms. River and it passed unanimously.**

At 9:06 pm, Ms. River moved to go back into open session, seconded by Mr. Harris. Motion passed unanimously.

POSSIBLE ACTION

- Proposed FY19 Operating Budget (Action)
 - Ms. River, chair of the Finance Committee presented the proposed FY19 Budget for Board approval.
 - At the request of Ms. River, Ms. Crump went over the numbers for the proposed FY19 Budget. Of note were the following items:
 - Staff costs are at 65% of budget. Recommended maximum is 70% of budget.
 - Materials budget increased to 8% of budget. Recommended range is from 8-12% of budget.
 - Staff and Board Development budget has been increased to \$10,000 which will allow the library to start sending staff to professional development opportunities again.
 - Legal fees have increased. In FY17, legal fees were \$1,800. In the current fiscal year (FY18), the legal fees increased to over \$20,000. The proposed FY19 budget has \$30,000 set aside for legal fees. This increase is based on the legal costs of the collective bargaining process.
 - The SWAN contract increased after a three-year freeze.
 - The line item for new computers is still fairly low, at \$6791. Would like to increase that in future years.
 - There have been reductions in utility costs, based on the new boilers and on using brokers to bargain for lower rates.
 - Mr. Nowak commended Ms. Crump and her staff for a well-prepared budget.

Ms. Ward moved to approve the Proposed FY19 Operating Budget and Ms. River seconded. Roll call vote: Bouchie-aye, Ward-aye, River- aye, Harris- aye, Belue- aye, Nowak- aye, Uecker- absent. Motion carried.

ADJOURNMENT

Motion made to adjourn by Ms. River, seconded by Mr. Harris at 9:20 pm. Motion passed unanimously.

The next Board meeting is scheduled for June 20, 2018 at 7:00 pm.

Accepted _____

**George Bouchie,
President**

Percy Harris, Secretary