

**HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, February 20, 2019
7:00 P.M.**

CALL TO ORDER

President Percy Harris called the meeting to order at 7:07 p.m. Present were Trustees Cece Belue, George Bouchie, Percy Harris, Thomas Nowak, Adrienne River, and Catherine Uecker. Also present was Interim Director Kathy Parker. The recorders of minutes were Adrienne River and Kathy Parker.

GUESTS

Amy Crump, Timothy Martin, Pat Nevins, Nicole Peats, Dan Port, Lisa Stilts, Margaret Nowak, and Sandy Sullivan.

PUBLIC COMMENT

Nicole Peats, Homewood Public Library's collection development coordinator, commented that she oversees the collection budget and is available to the board if it has concerns or questions about the collection budget. She hopes the freeze on the collections budget will end sooner than later.

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the minutes of the October 24, 2018, Personnel Committee board meeting.
- Approval of the minutes of the January 9, 2019, Finance Committee regular and closed-session meetings.
- Acceptance of the Financial Report of January 30, 2019.
- Approval of General Fund Check Registers dated January 17, 2019, January 23, 2019, and February 6, 2019.
- Acceptance of the Bills Payable Report in the amount of \$144,428.40.
- Acceptance of the Payrolls November/December 2018 IMRF and FICA.
- Acceptance of the January 2019 Balance Sheet as of January 30, 2019.
- Acceptance of the FY2019 YTD Actual Vs. Budget.
- Acceptance of the January 2019 Statistical Report.

Ms. River moved to approve the consent agenda. Mr. Nowak seconded. Roll call vote: Belue - aye, Bouchie - aye, Nowak - aye, Harris - aye, River - aye, Uecker - aye, Ward - aye. Motion carried.

OLD BUSINESS

- Recording Secretary at \$75 per meeting (Action) - The proposed recording secretary

was supposed to start today but had a medical issue. She can come to next month's meeting. Ms. Uecker moved that the Board hire a recording secretary, and Ms. Belue seconded. Roll call vote: Belue - aye, Bouchie - aye, Nowak - aye, Harris - aye, River - aye, Uecker - aye. Motion carried.

- East Hazel Crest Contract - The East Hazel Library Board informed the Homewood Library at the last East Hazel Crest library board meeting that it will not be renewing the contract for library services but will be contracting instead with the Thornton Library. The library will post signs notifying East Hazel Crest residents that they will need to get cards at the Thornton library.
- Family Restroom Project - Dan Port reported that bids were accepted. The low bid was \$43,850 from Knudsen Construction. Port's company worked with Knudsen on another project, and Knudsen did a great job. The project can be completed on schedule. Port's firm will draft the contract. Ms. River moved to award the bid to Knudsen Construction in the amount of \$43,850. Mr. Bouchie seconded the motion. Roll call vote: Belue - aye, Bouchie - aye, Nowak - aye, Harris - aye, River - aye, Uecker - aye. Motion carried. Ms. River moved to authorize a letter of intent to sign the contract with Knudsen Construction. Mr. Bouchie seconded the motion. Roll call vote: Belue - aye, Bouchie - aye, Nowak - aye, Harris - aye, River - aye, Uecker - aye. Motion carried. Ms. River moved to authorize the interim library director to approve change orders of up to \$5,000. Ms. Uecker seconded. Roll call vote: Belue - aye, Bouchie - aye, Nowak - aye, Harris - aye, River - aye, Uecker - aye. Motion carried.
- New Director Search - Job description and advertisement (Action) - Ms. River moved to accept the revised job description and advertisement. Ms. Uecker seconded. Roll call vote: Belue - aye, Bouchie - aye, Nowak - aye, Harris - aye, River - aye, Uecker - aye. Motion carried.

NEW BUSINESS

- Library Insurance - Health and Liability - Ms. Parker reported that it is a concern that if the library moved to the LIMRiCC insurance pool, once we give notice of intent to leave the IPBC pool, the IPBC pool will not cover large claims. The library should look into moving into a new pool at a later time. Ms. Parker will speak to an insurance broker she knows about possible options. In addition, she is investigating a better deal for liability insurance.
- FY 2019 and FY2020 Budget - Ms. Parker has begun work on the next year's budget. The managers are creating databases and spreadsheets. Her goal is to provide a draft by April for the finance committee.
- Meristem Advisors (Action) - Ms. Parker recommends hiring consultant Jamie Rachlin to assist the library in projecting revenues for the next couple of years. Mr. Rachlin is familiar with the Cook County tax system. The cost would probably be less than \$1,000.

He will bring a proposal to next month's board meeting.

Interim Director's Report - Ms. Parker presented a written report. An oral addition to the report is that Ms. Parker will be the library's new agent for the Illinois Municipal Retirement Fund.

COMMITTEE REPORTS

- Facilities - The committee will conduct a walk through of the library after the snow melts.
- Finance - No report.
- Personnel Policy - No report.
- Policy - No report.

PATRON COMMENTS - These written comments were reviewed. There was some discussion about noise complaints.

ADJOURNMENT

At 7:56 p.m., Ms. River moved to adjourn. Mr. Nowak seconded the motion, and the motion passed unanimously.

The next Board meeting is scheduled for March 20, 2019, at 7:00 p.m.

Accepted _____
Percy Harris, President **Adrienne River, Secretary**