

**HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, January 16, 2019
7:00 P.M.**

CALL TO ORDER

President Percy Harris called the meeting to order at 7:00 p.m. Present were Trustees Cece Belue, George Bouchie, Percy Harris, Thomas Nowak, Adrienne River, Catherine Uecker, and Yoka Ward. Also present was Interim Director Kathy Parker. The recorders of minutes were Adrienne River and Kathy Parker.

GUESTS.

Sharon Lade, Jill Postma, Lisa Stilts, Timothy Martin, Amy Crump, and Erin Thomas.

PUBLIC COMMENT.

Jill Postma said that the minutes of the December 19, 2018, special meeting should be amended to reflect that when she commented at that meeting about the numbers of persons who could be accommodated in the family restroom, she was referring to staff persons.

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the minutes of the November 14, 2018, regular board meeting.
- Approval of the minutes of the December 19, 2019, special board meeting.
- Acceptance of the financial report of December 31, 2018.
- Approval of the general fund check registers dated November 15, 2018; December 3, 2018; December 11, 2018; December 20, 2018; and January 9, 2019.
- Acceptance of the bills payable report in the amount of \$332,70.15.
- Acceptance of the payrolls for November and December 2018.
- Acceptance of the IMRF and FICA for November and December 2018.
- Acceptance of the November and December 2019 balance sheet as of December 31, 2018.
- Acceptance of the year-to-date actual versus budget.

Ms. River moved to amend the minutes of the December 19, 2018, special meeting to correct the public-comment section to state "Jill Postma raised a concern about the planned family bathroom meeting OSHA requirements on the number of staff persons that can be accommodated." Ms. Uecker seconded. The motion passed unanimously.

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

Old Business

- Family restroom project update - A prebid meeting will take place on February 5, 2019. The bids are due on February 12, 2019.
- New library director search proposals - Interim director Kathy Parker stated that the library will need to provide an initial job description and a salary range to whichever search firm is retained. The personnel policy committee will review the current job description. Ms. Parker provided information on salary ranges based on work weeks of 35 and 37 hours. A management association's figures were based on a work week of 35 hours. The board will discuss the appropriate salary range with the search firm that is selected. The board discussed the relative merits of the two search firms that provided proposals. Ms. Parker reported that the Bradbury Miller firm uploads information on all the candidates so that the Board can view it. The Keister firm would only give the Board information on the finalists. She also reported that we might get a broader search with Bradbury, which could be helpful in obtaining candidates with union experience. Mr. Bouchie expressed his opinion that the two firms were very close in qualifications. Ms. River spoke in favor of retaining the Bradbury Miller firm based on several factors, including its breadth of experience, the broader capability for a national search, and the library experience of the principals. Ms. Ward and Ms. Uecker agreed. Mr. Bouchie explained that it was necessary and more efficient to engage expert help. Mr. Bouchie moved, and Ms. Ward seconded, to retain the Bradbury Miller firm with a retainer of \$5,000 and a total cost of \$20,000. Roll call vote: Belue - aye, Bouchie - aye, Nowak - aye, Harris - aye, River - aye, Uecker - aye, Ward - aye. Motion carried.

New Business

- Smoking policy - The board considered an amended smoking policy that would expand the prohibition to vaping. Ms. Harris suggested that the draft be amended to correctly identify the name of the Cook County Public Health Department, and Mr. Bouchie suggested that the last sentence be amended to read "Exterior ashtrays are placed a minimum of 15 feet away from all building entrances, exits, windows that open, and ventilation intakes." Ms. Uecker moved, and Mr. Nowak seconded, to adopt the revised smoking policy, with the above amendments. The motion passed unanimously.

Interim Director's Report

- Ms. Parker submitted a written report. Ms. River expressed her approval of the suggestion to provide a list of vendors and checks paid monthly to the board to allow for better transparency. She suggested that the Board also receive a copy of credit card charges. Mr. Bouchie commented on Ms. Parker's report about a concern over the need to improve communication at all levels; he noted that while the Board has been indoctrinated on its hands-off role, he approved of the goal of improving communications. Ms. Parker will provide the Board with Department reports, and she will provide a recap of the Board meetings for the staff.

COMMITTEE REPORTS

- Facilities - No report.

- Finance - Mr. Nowak reported that at its last meeting, the committee discussed the contract negotiations with East Hazel Crest, which has not responded yet to the library's proposal. The committee also discussed the family restroom budget. And the committee recommended that the board hire someone to do the Board minutes. Ms. Parker reported that Michelle Scrotty is available for the position and is experienced and discrete. Ms. Scrotty will attend the next meeting, and the Board will then proceed on a motion to retain her.
- Personnel Policy - No report.
- Policy - No report.

CLOSED SESSION

At 7:55 p.m., Ms. Ward moved to adjourn to closed session for the purposes of discussing collective negotiating matters, pursuant to 5 ILCS 120/2(c)(2), and current or imminent litigation, pursuant to 5 ILCS 120/2(c)(11). Mr. Nowak seconded. The motion passed unanimously following a roll call vote: Ms. Belue - aye; Mr. Bouchie - aye; Mr. Harris - aye; Mr. Nowak - aye; Ms. River - aye; Ms. Uecker - aye; and Ms. Ward - aye. After a recess, the closed session resumed at 8:03 p.m. At 8:38 p.m., Ms. Ward moved to reconvene into open session, and Mr. Nowak seconded the motion; the motion passed unanimously.

OPEN SESSION RESUMED

The finance committee and personnel policy committees set back-to-back meetings on January 23, 2018, starting at 6:30 p.m.

PATRON COMMENTS

The Board reviewed the written patron comments.

ADJOURNMENT

The Board adjourned the meeting by consensus at 8:45 p.m.

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

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