

**HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

MINUTES

**Regular Board Meeting, January 18, 2017
7:00 P.M.**

CALL TO ORDER

President Barr called the meeting to order at 7:03pm with a roll call vote. Present were Mr. Barr, Mr. Bouchie, Dr. Dague, Mr. Flor, Mr. Harris, Ms. Korajczyk, Ms. Sterbenc and Administrative Librarian Ms. Crump. Recorder of minutes was Leslie Stark.

GUESTS

Arnold Surdokas from Knutte & Associates

Adrienne River – Homewood Resident

Zoe Ewan – East Hazel Crest Library Board Member

Joan Hale – East Hazel Crest Library Board Member

PATRON COMMENTS

Suggestions sheets were reviewed.

PUBLIC COMMENT

Ms. River looked at finance documents and was wondering if we had considered changing to an email newsletter instead of a print newsletter and just keeping a few printed copies at the library.

CONSENT AGENDA (Action with Roll Call Vote)

- Approval of the Minutes of the Board Meeting of November 16, 2016
- Acceptance of the Treasurer's Report of November 30 and December 31, 2016 – "refund" has a different meaning from "re-fund" – Mr. Barr would like to see that term changed. Amy will talk to Jeff Hayes about changing the term – change the term to "increase."
- Approval of General Fund Check Register
 - Acceptance of the Bills Payable Report in the amount of \$404,971.98
 - Payrolls November 2016 – January 2017
 - IMRF and FICA December 2016
 - Balance Sheet as of December 31, 2016
 - YTD Actual Vs. Budget
- Acceptance of Statistical Circulation Report for October, November and December 2016

Ms. Korajczyk moved to approve the Consent Agenda, Mr. Bouchie seconded. Roll Call vote: Mr. Barr-yes, Mr. Bouchie-yes, Dr. Dague-yes, Mr. Flor-yes, Mr. Harris-yes, Ms. Korajczyk-abstain, Ms. Sterbenc-yes. Motion carried.

AUDIT REPORT – By Arnold from Knutte.

- Testing for systems – did not notice any deficiencies – all invoices & receipts were presented – all other items were presented. Revenue accounts agreed as well – tested major expense accounts – did not note any deficiencies.
- Page 8 of audit report – decrease of fund balances for year of \$153,000 within reasonable area. Only negative balance was in Audit balance – small deficit. Mr. Flor made a point that negatives in fund balances are due wholly to capital outlay.
- Page 32 of the letter – audit suggestion – buildup in social security & building reserve funds – over 3.0 – this could be called excess accumulation which could result in tax issues – may want to consult lawyer. Mr. Flor suggested reduce the interfund account and building and maintenance reserve – Amy to speak with Jeff from Cygan and Hayes with regard to this issue. Reducing the interfund and receivable.
- Motion to adopt the audit report – Mr. Flor made motion, Ms. Sterbenc seconded – roll call – Ms. Korajczyk – aye, Mr. Barr – aye, Mr. Harris – aye, Ms. Dague – aye, Mr. Bouchie – aye, Mr. Flor – aye, Ms. Sterbenc – aye. 7- ayes, 0 – nays - motion carried.
- Ms. Korajczyk – would like the Audit Report NOT be filed with the state until accepted by board. Audit report will be done in July/Aug this year. Ms. Crump to follow up with Knutte about scheduling.

ADMINISTRATIVE LIBRARIAN'S REPORT (Information) – see attached

- Programming and Community Events Report -
- Staff report
- Emails
- Facility report – 3 additional cameras have been installed: one on each end of upstairs – also one in the FORT – replacing our old analog cameras – less than double the cost to replace the other 10. It is now an entirely digital network – may be one outside the building which is still an analog. Did not require to update other components. No suggestions about better placement by the company.
- Extra-curricular Activities
- Upcoming events for trustees
- There are four people running for the three 6-year open seats – Percy Harris, Lorea Farley, Andrea Stilts, Jacoba Ward & Adrienne River. Andrea will be withdrawing due to a conflict of interest.
- There is one person running for the unexpired 4-year open seat – Patricia Mosley Smith.
- There is no-one running for the unexpired 2-year open seat.
- Reminder email to community about library meeting
- 3 weeks from today – Feb 8th – joint venture – storytelling open mic at Grape & Grain – will be second Wednesday of every month.

COMMITTEE REPORTS

- Facilities (Information)
The Facility Survey is soliciting input from staff & friend members as well about ideas, input – open-ended. Facilities committee may meet before next board meeting in February. All lighting in the atrium is now LED lighting. All lighting in the building is energy efficient.
- Finance (Information)

Some property tax disbursements came in in December. – approximately \$30,000. Mr. Flor stated that the month-to-date report stating there is a \$48,000 number that is wrong.

Revenue is decreasing in taxes. From 2010 to 2016 – property tax revenue went from 2.5 million to 2.2 total – we have lost \$250,000 or 10%. Rest of revenue stream still looks pretty good – but they are small. Last 5 years we cut a quarter of million dollars in expenses. One year we used \$150,000 of our reserves. We lost 40% EAV – we gained 30% as the caps were released.

Board had a general discussion of library circulation and property tax rates.

- Personnel Policy(Information)
No report
- Policy (Information)
No report

OLD BUSINESS

- CD rates – the Administrative Librarian was instructed to explore CD rates.
- Executive minutes audit – Mr. Bouchie & Mr. Harris agreed to take on this task.

NEW BUSINESS

- Audit report – Arnold from Knutte (action) – **see above**
- Resolution 2017A, required by IMRF Audit (Action)
Resolution 2017A states that the Homewood Public Library District will count payroll funds that are placed in any employee's Flexible Spending Account toward the income reported to the IMRF. Motion was made by Bouchie and seconded by Dague. Ayes 6, Nays 0 – motion carried unanimously.
- TIF District report/Transportation Oriented Development (TOD) – The new owner of the Triumph Building will be tearing it down and building a combination housing/retail building. There will be a TIF District created to help fund this. There will be a joint review board meeting in March, which will be a formality. We have the ability of a taxing district to vote “no” but Village is able to override us.
- There was a brief discussion of the St. Joe's parking lot. School is closing but lot will remain theirs – generates money from commuters
- Compensation study – on advice of our attorney - it has been tabled.
- Strategic Planning meeting date – for Board – on March 8th from 6-8pm

There was a motion made by Mr. Bouchie, seconded by Mr. Harris - to adjourn to closed session under ILCS 5 120/2©(2) to consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee, specifically the evaluation of the Administrative Librarian and under ILCS 5 120/2 ©(2) to discuss collective negotiating matters. Roll call vote: Mr. Barr – aye, Ms. Korajczyk – aye, Ms. Sterbenc – aye, Mr. Flor – aye, Ms. Dague – aye, Mr. Bouchie – aye, Mr. Harris – aye. Ayes – 7, Nays – 0, motion passes at 8:05pm.

Adjourn out of closed session at 8:38 pm Motion made by Flor, seconded by Bouchie.

ADJOURNMENT

Mr. Barr moved to adjourn, Ms. Korajczyk seconded. Motion passed unanimously. Board meeting adjourned at 8:40 pm.

The next Board meeting is scheduled for February 15, 2017.