

Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Public Library Conference Room
November 14, 2007

CALL TO ORDER – Ms. Macikas-Blumstein, President, called the meeting to order at 7:30 p.m. Present at that time were Mr. Bouchie; Mrs. Colton; Ms. Macikas-Blumstein; Mr. Myers; Mr. Olsen; Mrs. Postma; Mrs. Rauch, Administrative Librarian; Mr. Auston, Assistant Administrative Librarian; and Mrs. Barnett, Administrative Assistant. Mr. Barr was absent.

VISITORS – None present

CONSENT AGENDA – A motion was made and seconded to accept the consent agenda as presented. Postma/Myers. A roll call vote passed. (6 Ayes [Mr. Bouchie, Mrs. Colton, Ms. Macikas-Blumstein, Mr. Myers, Mr. Olsen, and Mrs. Postma]; 1 Absent [Mr. Barr]).

TREASURER’S REPORT – Mr. Olsen advised that some of the Library’s CD’s are primed for reinvestment soon. The Board decided not to do anything with the CD’s at this time, but to wait until January 2008. Mr. Olsen tendered his resignation as a member of the Homewood Public Library Board, effective at the end of December, due to the fact that he and his family are leaving Homewood. His resignation was accepted with regret. After discussion the Board decided to place a notice of the vacancy in the local newspaper after January 1, 2008 and in the next Library newsletter.

ADMINISTRATIVE LIBRARIAN’S REPORT – Mrs. Rauch informed the Board that Ecommerce begins tomorrow, and summarized how the payment service will work. She also discussed the Levy report and indicated that the Library will receive approximately a half a million dollars less this year because of the tax cap. Mrs. Rauch commented on the report from Unique Management Services, which provided a summary of money collected for the Library so far. To date the Library has received a return of \$2.94 for each \$1.00 invested.

ASSISTANT ADMINISTRATIVE LIBRARIAN’S REPORT – Mr. Auston announced the completion of the new wireless upgrades, which includes the addition of a second access point. Also, a new server has been ordered, and should arrive in early December. Mr. Auston is still waiting for Versatile to initialize the new e-mail accounts for the Board and the staff. The architect continues to work on fine-tuning the remodeling plans. Several members of the Library staff participated recently in the 2007 Walk for Hope in memory of librarian Susan Roberts, former Administrative Librarian at the Grande Prairie Library. The group raised almost \$2,000.00, the most of any community group. Mr. Auston advised that he will be ordering a PC Reservation and Print System from Today’s Business Solutions at a cost of \$7,660.00.

CORRESPONDENCE – None

COMMITTEE REPORTS

Advocacy – No report

Facilities – No report

Finance – Mr. Olsen reported that R.R Donnelley and Sons sent a check for \$250.00 to the Library in recognition of his volunteer hours.

Governmental Affairs – No report

Library Resources – No report

Policy – Mrs. Rauch indicated that Mr. Barr wanted to schedule a meeting for the near future. The meeting was scheduled for Wednesday, November 28, 2007 at 7:00 p.m. Further discussion of policy matters was deferred until the meeting.

Suggestion box – Patron comments were read and discussed.

OLD BUSINESS

Camera security – Mrs. Rauch stated that a deposit has been sent to Honeywell Building Solutions. Installation should begin soon.

NEW BUSINESS

Smoke Free Illinois Act – This act states that “smoking will be prohibited in a public place or place of employment or within 15 feet of an entrance to a public place or place of employment, unless exempted by the act.” Discussion followed as to whether the parking lot should be considered part of the Library’s public space. Mrs. Rauch will call the attorney for advice, and will also check with the police and fire departments. Further discussion was deferred until the next meeting.

Elimination of grace period – The majority of the seventy-seven SWAN libraries have abandoned the grace period for paying fines. Mrs. Rauch suggested that it is time for the Homewood Public Library to follow suit, and to review the current loan period.

Service model change – Mrs. Rauch listed a number of changes expected at the Library in the near future. An additional point of service will be added, in which a staff member will circulate in order to be available to direct patrons to the service they require. The youth services department is combining the reference and non-fiction collections. The reference department plans to interfile their collections at a future date. The entire reference collection will be evaluated. Some reference books may be circulated. The

adult fiction collection will be housed on the main level. The majority of adult non-fiction and reference will be moved to the mezzanine level in order to provide a research area.

Web/IT Librarian and new department – Mrs. Wolinsky has accepted this position. Mrs. Rauch discussed tentative staff realignment. The reader’s services and reference departments will be combined to become the adult services department. Mr. Auston will supervise this new department.

Early Retirement Incentive – More information is needed on this subject.

MEETINGS

Technology for Trustees – This meeting will be held on Thursday, November 29, 2007, from 7:00 – 9:00 p.m. at MLS headquarters in Burr Ridge.

PLA – The confrence is in Minneapolis from March 25-29, 2008.

Local government – Ms. Macikas-Blumstein recently met with officials from Homewood and Flossmoor. She discussed the Library’s remodeling project and the revamped homepage.

Friends party – The Board and department heads will host this event on Friday, December 14, 2007 from 6:30-8:30 p.m. at the Library.

ADJOURNMENT – Ms. Macikas-Blumstein adjourned the meeting at 8:50 p.m.

Accepted _____

Anne Colton
Secretary