

Homewood Public Library District Board Meeting  
Regular Meeting Minutes  
Homewood Public Library Conference Room  
September 19, 2007

CALL TO ORDER – Ms. Macikas-Blumstein, President, called the meeting to order at 7:32 p.m. Present at that time were Mr. Barr; Mr. Bouchie; Mrs. Colton; Ms. Macikas-Blumstein; Mr. Olsen; Mrs. Postma; Mrs. Rauch, Administrative Librarian; Mr. Auston, Assistant Administrative Librarian; and Mrs. Barnett, Administrative Assistant. Mr. Myers was absent.

RECOGNITION OF VISITORS – None present

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

TREASURER’S REPORT – No report

ADMINISTRATIVE LIBRARIAN’S REPORT – Mrs. Rauch discussed statistics, noting that circs have increased. Tax bills have been greatly delayed this fall. The cost of the large artificial flower arrangement at the top of the stairs has been donated by an anonymous source. The TIF refund will be greater than last year

ASSISTANT ADMINISTRATIVE LIBRARIAN’S REPORT – Mr. Auston reported that the Library computers have experienced no additional down time since the new access point was installed. He continues to research more convenient e-mail service for the staff and Board. The disaster plan is still under construction. Charging non-residents for the use of computers is going well. Mr. Auston suggested that the Library needs to consider PC reservation software. He has investigated three companies so far. It was the consensus of the Board that he should continue with this project.

CORRESPONDENCE – A letter was received from George Murphy thanking the Board for their correspondence concerning the memorial for his mother, former Administrative Librarian Mable Murphy.

LEGISLATION UPDATE – No report

#### COMMITTEE REPORTS

Building and grounds – Mr. Bouchie reported that the outside walk-around has been completed. Priorities include parking lot maintenance and landscaping. The trees on the north side of the Library, between the parking lot and the building, will be removed. Mr. Bouchie is working on a check-list format for future walk-arounds.

Policy – Mr. Barr presented the second reading of revisions to the Bylaws. A motion was made and seconded to accept the Bylaws as presented, with one change to the Advocacy Committee section. Barr/Postma. The motion passed.

Goals – A special committee will be appointed to begin work on a new five-year plan.

Evaluation – No report

Finance – Mrs. Rauch discussed the Levy Ordinance. A hearing date was set for Wednesday, October 17, at 7:15 p.m., prior to the regular meeting. The unclaimed property report was signed.

Book – No report

Suggestion box – Patron suggestions were read and discussed.

At this time Mrs. Rauch requested that two items under New Business be discussed prior to moving on to Old Business. A motion was made and seconded at 8:30 p.m. to go into executive session for the purpose of discussing personnel. Postma/Bouchie. The motion carried. The Board returned to the regular session at 8:55 p.m.

#### OLD BUSINESS

Building remodel update – Mrs. Rauch and Mr. Auston have not met again with the architect to finalize plans. The technical services and circulation departments are working on a plan for the workroom. Mrs. Rauch noted that future plans include moving the entire fiction collection to the main level.

#### NEW BUSINESS

Web/IT Librarian – Mrs. Rauch discussed the creation of this new position.

Early Retirement Incentive – Mrs. Rauch is investigating the possibility of offering this program to the staff.

Friends event – The history of this annual event was reviewed by Mrs. Rauch. Last year's party was catered at the Library, and was for Friends and staff. She suggested that the Friends party be a Board sponsored event, which the Library will pay for. By consensus the Board approved the spending of no more than \$1,000.00 from the Library programming account. A separate staff dinner will be held in January at an outside location.

Collection agency – After discussion the Board decided to pursue old delinquent accounts totaling \$100.00 or more. Patrons will be notified prior to being referred to the collection agency.

Camera security – Mrs. Rauch discussed the possibility of installing security cameras outside and inside the Library, and shared information on several possibilities. Of particular concern are the bike rack, from which three bicycles were stolen this summer, and the area in which the new piece of sculpture will be installed. Mr. Barr suggested adding the cameras when the TIF money arrives and expanding the number of cameras originally planned. Mrs. Rauch will secure quotes for presentation at the next Board meeting.

MEETINGS – The ILA conference is October 9 – 12, 2007 in Springfield, Illinois. Several staff members plan to attend.

ADJOURNMENT – Ms. Macikas-Blumstein adjourned the meeting at 9:25 p.m.

Accepted \_\_\_\_\_

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Anne Colton  
Secretary