

Homewood Public Library District Board Meeting  
Regular Meeting Minutes  
Homewood Public Library Conference Room  
February 20, 2008

CALL TO ORDER – Ms. Macikas-Blumstein, President, called the meeting to order at 7:34 p.m. Present at that time were Mr. Bouchie; Ms. Colton; Ms. Macikas-Blumstein; Mr. Myers; Ms. Postma; Ms. Rauch, Administrative Librarian; Mr. Auston, Assistant Administrative Librarian. Mr. Barr and Ms. Barnett, Administrative Assistant, were absent.

VISITORS – None present

CONSENT AGENDA – A motion was made and seconded (Postma/Myers) to accept the consent agenda as presented. A roll call vote passed (6 Ayes; 1 Absent).

TREASURER’S REPORT – Ms. Colton and Ms. Rauch discussed the low and unappealing rates of return currently available in CDs. A motion was made and seconded (Colton/Myers) to transfer \$550,000 from Illinois Funds regular account to Illinois Funds Prime Funds account. A roll call vote passed (6 Ayes; 1 Absent).

ADMINISTRATIVE LIBRARIAN’S REPORT – Ms. Rauch announced that Ecommerce is up and running, with approximately \$5,000 collected system wide to date. Statistics were presented without discussion. Ms. Rauch reported that “horrendous” telephone problems that arose in the past few weeks have been fixed.

ASSISTANT ADMINISTRATIVE LIBRARIAN’S REPORT – Mr. Auston stated that PC Reservations software and the new print management software have been installed and are currently being adjusted. Email services are still under evaluation and several options remain for implementation. The draft plan developed by the landscape architect was presented. The conservative cost estimate to implement the entire plan is \$100,000, with 80% of the cost going towards the main entry area. A motion was made and seconded (Postma/Colton) to accept the design and to obtain bids for the work. A roll call vote passed (6 Ayes; 1 Absent). Ms. Rauch mentioned that a staff member had suggested installing a digital kiosk, possibly with video feeds from news media, as part of the proposed interior renovations.

CORRESPONDENCE – Various “thank you” cards were received from the staff.

LEGISLATION UPDATE– None

#### COMMITTEE REPORTS

Advocacy – No report

Facilities – Needed concrete repair near the back door will be done in the spring.

Finance – Ms. Colton has approached representatives of the school district, high school and park district about collaborating on issues of mutual interest, such as TIF funds managed by the Village. The committee will meet next week with a financial manager regarding a bond to

finance proposed renovations. Preliminary information suggests a bond up to \$1.5 million could be obtained without the need for a referendum. Current officers completed and updated bank forms.

Governmental Affairs – No report

Library Resources – No report

Personnel Policies – A committee meeting will be scheduled.

Audit – No report

Suggestion box – Patron comments were read and discussed.

#### OLD BUSINESS

Building remodel – The architect is still working on the plans. Ms. Rauch and Ms. Colton will meet with the Friends of the Homewood Library to present the layout changes.

Collection agency – Mrs. Rauch reported that Diane Gallagher, head of the circulation department, researched Unique Management Services' practices and determined that they appear to comply with the Fair Debt Collections Practices Act.

#### NEW BUSINESS

New board position – Two individuals have applied in writing to fill the vacancy on the Board. The Board reviewed the letters and discussed a procedure for selecting a candidate. Ms. Macikas-Blumstein will invite the applicants to meet with the Board at 7:00 pm immediately prior to next month's regular meeting.

Reassignment of Committees – Tabled until the vacant seat on the board has been filled.

Washington Park incentive expense – An agreement between local taxing bodies (including the Library) in March 2005 requires return of a percentage of increased tax revenues as incentive for the project developer. The Library's due contribution as documented by the Village in a January 25, 2008 letter is \$3,803.03. A motion was made and seconded (Myers/Postma) to submit this payment. The motion passed (6 Ayes; 1 Absent).

ADJOURNMENT – Ms. Macikas-Blumstein adjourned the meeting at 8:37 pm

Accepted \_\_\_\_\_

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George E. Bouchie  
Secretary