

Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Public Library Conference Room
January 16, 2008

CALL TO ORDER – Ms. Macikas-Blumstein, President, called the meeting to order at 7:35 p.m. Present at that time were Mr. Barr; Mr. Bouchie; Mrs. Colton; Ms. Macikas-Blumstein; Mr. Myers; Mrs. Rauch, Administrative Librarian; and Mrs. Barnett, Administrative Assistant. Mrs. Postma and Mr. Auston were absent. Mr. Auston, Assistant Administrative Librarian, arrived at 7:37 p.m.

VISITORS – None present

CONSENT AGENDA – A motion was made and seconded to accept the consent agenda as presented. Colton/Myers. A roll call vote passed. (5 Ayes [Mr. Barr, Mr. Bouchie, Mrs. Colton, Ms. Macikas-Blumstein, and Mr. Myers]; 1 Absent [Mrs. Postma]).

TREASURER’S REPORT – Mrs. Rauch discussed CD maturity and current reinvestment interest rates. A motion was made and seconded to transfer \$400,000.00 from Illinois Funds to the Homewood-Flossmoor Credit Union. Colton/Barr. A roll call vote passed. (5 Ayes [Mr. Barr, Mr. Bouchie, Mrs. Colton, Ms. Macikas-Blumstein, and Mr. Myers]; 1 Absent [Mrs. Postma]).

ADMINISTRATIVE LIBRARIAN’S REPORT – Mrs. Rauch announced that the security cameras have been installed. The viewing station still needs to be set up. Ecommerce is up and running. We have received notices of property tax appeals from Great Lakes Bank and Commonwealth Edison. She thanked Mrs. Colton for writing a letter to Mr. Kataras, Village Trustee, thanking him for his support of the Library. Current statistics were shared. Mrs. Rauch reported that the gift certificates presented at the recent holiday dinner were very well received by the staff.

ASSISTANT ADMINISTRATIVE LIBRARIAN’S REPORT – Mr. Auston presented an update on the new server. Due to the illness of a person hired to do the job it is still not finished. Someone did work on the problem for nine hours today. The new e-mail service also has not been activated because of the same personnel problems. The landscape architect has done a very thorough site plot. Mr. Auston is meeting with him next week.

CORRESPONDENCE – Numerous cards were received from the staff thanking the Board for the dinner and the gift certificates.

COMMITTEE REPORTS

Advocacy – The first Annual Metropolitan Library System Legislator’s Breakfast is on February 18, 2008 at the headquarters in Burr Ridge from 8:00 – 11:00 a.m. Mrs. Colton and Ms. Macikas-Blumstein may attend. A new chairman for this committee is needed, since Mrs. Colton is now the treasurer.

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

Finance – No report

Governmental Affairs – No report

Library Resources – No report

Policy – Mr. Barr presented the second reading of the bereavement policy, which has been amended to include mother-in-law and father-in-law. A motion was made and seconded to adopt the policy with additions. Barr/Myers. The motion passed. Mr. Barr also presented the first reading of the staff development/professional development policy. The proposed health insurance op-out policy was discussed. A motion was made and seconded to submit the matter to the Personnel Policies committee. Barr/Colton. The motion passed. The no-smoking ordinance will be placed on the February agenda for further discussion since additional information has come to light.

Audit review – Mrs. Rauch discussed the recent audit completed at the Library. A motion was made and seconded to transfer from the General Fund \$5,668.00 to IMRF and \$43,100.00 to the Building Reserve and Site Maintenance fund. Colton/Myers. A roll call vote passed. (5 Ayes [Mr. Barr, Mr. Bouchie, Mrs. Colton, Ms. Macikas-Blumstein, and Mr. Myers]; 1 Absent [Mrs. Postma]).

Suggestion box – Patron comments were read and discussed.

OLD BUSINESS

Building remodel – Administration and the department heads met with the architect for four hours today. The final drawing should be ready soon. The next step will be choosing furniture.

Early Retirement Incentive – At 8:35 p.m. a motion was made and seconded to move into Executive Session for the purpose of discussing personnel. Colton/Bouchie. The motion passed. The Board returned to the general meeting at 8:50 p.m. A motion was made and seconded to hold off on offering ERI for the current calendar year. Colton/Barr. The motion passed.

Collection agency – Mrs. Rauch discussed a meeting between Diane Gallagher, head of the circulation department, and Unique Management Services. Discussion followed as to how and at what age patrons are contacted by Unique concerning delinquent accounts.

Mr. Barr advised review of Unique's practices to ensure compliance with the Fair Debt Collections Practices Act, especially with regard to collections involving minors.

NEW BUSINESS

Election of officers – Ms. Macikas-Blumstein recommended the following officers: Vice-President – Jill Hamrin Postma; Secretary – George Bouchie; and Treasurer – Anne Colton. The officers were accepted as presented.

New board position – A vacancy exists on the Board due to the resignation of Marcus Olsen. An article has been included in the current *Highlights*, and one will appear in the *SouthtownStar*. Mr. Auston will post the vacancy on the Library's homepage. Letters of interest should be submitted prior to the February meeting, and will be reviewed at the March meeting.

Grace period change and DVD/Video fine rate change – The grace period for overdue materials will end February 1, 2008, and fines will begin to accumulate on the first day that an item is overdue. The Library will be lenient in collecting fines during the month of February and will begin the process of decreasing the current rate of fines on popular DVD's and videos. Fines will be lowered from \$1.00 to \$.25. Hot copies will also be purchased, and the fine for these items will be \$1.00.

MEETINGS

Homewood Area Chamber of Commerce 44th Annual Dinner and Silent Auction – The event is being held at Glenwood School for Boys and Girls January 26, 2008, 6:30 p.m.

MLS – A presentation on parliamentary procedure will be held at the headquarters in Burr Ridge on Thursday, January 24, 2008 from 1:30 p.m. until 9:00 p.m.

The Friends annual potluck dinner is Tuesday, January 29, 2008 at 6:30 p.m. in the meeting room.

ILA – The ILA Intellectual Freedom Committee is sponsoring a workshop entitled *Defending Access with Confidence: A Practical Workshop on Intellectual Freedom*. The all-day event is Saturday, February 23, 2008 at the Marriott Hickory Ridge Conference Center in Lisle.

ADJOURNMENT – Ms. Macikas-Blumstein adjourned the meeting at 9:05 p.m.

Accepted _____

George E. Bouchie
Secretary