## Homewood Public Library District Board Meeting Regular Meeting Minutes Temporary Conference Room (Staff Lounge) March 18, 2009

CALL TO ORDER – Mr. Barr, President, called the meeting to order at 7:30 p.m. Present at that time were Mr. Barr; Mr. Bouchie; Mrs. Colton; Mrs. Postma; Mrs. Rauch, Administrative Librarian; and Mrs. Barnett, Administrative Assistant. Mr. Myers and Mr. Flor were absent. Ms. Macikas-Blumstein arrived at 7:38 p.m. Candidate for the Library Board Amy Eagle arrived at 8:25 p.m.

CONSENT AGENDA – After discussion a motion was made and seconded to accept the consent agenda as presented. Colton/Bouchie. A roll call vote passed. (5 Ayes [Mr. Barr, Mr. Bouchie, Mrs. Colton, Ms. Macikas-Blumstein, and Mrs. Postma]; 2 Absent [Mr. Flor and Mr. Myers]).

TREASURER'S REPORT – Mrs. Colton reported that the debt certificate closing was held on February 25, 2009. The closing went through without any glitches, and the money is in the bank.

ADMINISTRATIVE LIBRARIAN'S REPORT – Mrs. Rauch discussed current statistics and the reorganization of the Library's collection of adult non-fiction, reference, fiction, and A/V materials. She also discussed several incident reports, including one in which a patron slipped on the ice in the parking lot. The Library qualifies for a Gates Grant, which will be used to purchase additional computers. The latest Friends sale netted approximately \$5,000.00. Their on-line sale continues to do well, and books have been sent to all states and also abroad. Remaining materials have been placed in storage during the renovation process. Temporary help was hired to facilitate the book relocation process, and seemed to work out well. Mrs. Rauch discussed proposed upgrades to the Network at a cost of approximately \$8,000.00 to \$10,000.00. The Library should also be receiving the per capita grant. The Lincoln penny collection netted \$2,500.00, and will be spent on Lincoln books and other materials for the collection. Duplicates may also be placed in local schools. Mrs. Rauch included updates of the By-laws in the packet.

CORRESPONDENCE – Suggestion Box: Patron comments were read and discussed.

## COMMITTEE REPORTS

Advocacy – No report

Facilities – Work has begun on the remodeling project. (Further discussion is found under New Business.)

Finance – No report

Governmental Affairs – No report

Library Resources – No report

Policy – Mrs. Rauch discussed a complaint from a patron concerning A/V materials her child checked out. She suggests that a statement be included in the Policy outlining parental responsibility for children's selections. The matter was referred to the Policy committee. Mrs. Rauch also reported that patron images can now be included in Library records. After discussion it was decided to wait until later in the summer to make a final decision. Mrs. Rauch reviewed the procedure/timeframe for swearing in new Board members. A dinner will be planned to honor Ms. Macikas-Blumstein and Mr. Myers who are retiring from the Board.

Personnel Policies – No report

Audit – No report

## **NEW BUSINESS**

Air conditioning repair/replacement – The current system is not working. A temporary fix would cost at least \$5,000.00, and would require a two-week down time. Several suggestions were offered for what to do if it becomes too hot in the Library before the new system is installed. A motion was made and seconded not to proceed with the temporary repair. Bouchie/Postma. The motion passed.

Public/staff temporary restrooms – The public restrooms are included in the remodeling project and will be out of service for two to three weeks. Several suggestions were considered for temporary solutions while the work is done. After discussion the Board decided to open the two staff restrooms to the public. A motion was made and seconded to authorize Mrs. Rauch to order two portable restrooms for the staff to use. Postma/Bouchie. A roll call vote passed. (5 Ayes [Mr. Barr, Mr. Bouchie, Mrs. Colton, Ms. Macikas-Blumstein, and Mrs. Postma]; 2 Absent [Mr. Flor and Mr. Myers]).

Color scheme, carpet/tile selection – The Board decided to authorize Mrs. Rauch and the staff committee to make decisions in these matters, with Mr. Bouchie acting as the Board representative.

Access to collection/2<sup>nd</sup> floor closing – Much of the collection will be housed temporarily downstairs. Mrs. Rauch suggested also making additional computers available on the first floor. She was authorized to facilitate this project.

General contract – The contract has been signed.

Roof replacement contract – This is a separate contract, and needs Board signatures. It has been reviewed by the attorneys and the architect.

Telephone system replacement – The current system is failing and needs to be replaced. Mrs. Rauch has received two proposals so far and needs additional time to check references. A motion was made and seconded to authorize Mrs. Rauch to secure the best possible price for this service. Bouchie/Colton. A roll call vote passed. (5 Ayes [Mr. Barr, Mr. Bouchie, Mrs. Colton, Ms. Macikas-Blumstein, and Mrs. Postma]; 2 Absent [Mr. Flor and Mr. Myers]).

Status of IMRF – Mrs. Rauch reported that there will be an increase in our contributions, which will affect the budget.

Sculpture dedication – Additional planting needs to be done before the dedication takes place. Members of the family plan to be at the ceremony. The preferred date would be in late May or early June.

Illinois Funds merger – The Finance committee will meet at 10:00 a.m. on April 9, 2009. Further discussion was deferred until the next Board meeting.

## **OLD BUSINESS**

IMET investment – This subject will be discussed at the Finance meeting.

MEETINGS – ALA is July 10 – 12 in Chicago.

ADJOURNMET – Mr. Barr adjourned the meeting at 9:05 p.m.

| Accepted |                                |
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|          | George E. Bouchie<br>Secretary |