

Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
December 15, 2010

CALL TO ORDER – Mr. Bouchie, president, called the meeting to order at 7:30 p.m. Present at that time were Mr. Barr, Mr. Bouchie, Ms. Eagle, Mr. Flor, Ms. Postma, Mr. Weiss and Ms. Rauch, administrative librarian. Ms. Davis-Bridges was away on a family emergency.

CONSENT AGENDA – A motion was made and seconded to accept the consent agenda as presented. (Postma/Flor)

LIBRARIAN’S REPORT –

Oprisko concert: The Peter Oprisko concert went very well. Approximately 200 people attended the free event, which was sponsored by the Homewood Historical Society, Homewood Public Library and Friends of the Homewood Library.

Friends of the Homewood Library party: The end-of-year party for library volunteers was also a success.

Staff recognition: The annual staff recognition night will be held January 30 at Grady’s Grill in Homewood.

TumbleBook: The TumbleBook Library, which features animated talking storybooks, puzzles, games, audio books and more for kids is now available on the library website.

A/V shelving: The new A/V shelving has arrived.

New book shelving: New book shelving may arrive in January.

Incident report: A two-and-a-half year old child bumped into a patron, causing her to fall. Staff offered to call paramedics for the woman, who claimed to have hit her head in the fall, but she requested they not be called as she does not have health insurance. The patron exited the building without assistance. Witnesses to the event said they did not see her hit her head.

Legal calendar: The board reviewed the legal calendar for library districts, which outlines board actions required at specific times throughout the year.

Server upgrade: The library’s server is in need of an update that will partition it into multiple servers to handle current usage. This is expected to cost \$3500-\$4500.

Per capita grant: The library received a per capita grant check of approximately \$19,000.

CORRESPONDENCE –

Patron correspondence: The library received several thank-you notes for the recent volunteer recognition party and for various library services, including the selection of gospel music. Patrons commented unfavorably on the DVD shelving, noise from the vending machines upstairs, cell phone and iPod use in the library, restroom air quality and computer use by non-residents.

COMMITTEE REPORTS –

Advocacy – No report

Facilities – No report

Finance – The board reviewed year-to-date (through November) actual vs. budgeted expenses, the general fund check register 11/17 – 12/9, the November 2010 combined fund statement of activities and the monthly Illinois Metropolitan Investment Fund (IMET) performance report.

The finance committee will meet with the auditors at 4:00, January 17, and report the auditors' findings at the February board meeting.

Governmental Affairs – The Metropolitan Library System has received all payments from fiscal 2010, allowing MLS to operate until the end of June.

Library Resources – The library resources committee will schedule a meeting to renew the library's resolution for the selection of library materials and the use of library materials and facilities. According to the library district legal calendar, this resolution must be reviewed every two years.

Policy – The policy for laptop circulation is under review, pending input from the department heads.

The board read through the proposed process for revoking library privileges; a second reading will take place at the January board meeting.

Personnel Policies – Board members received forms to complete as part of the administrative librarian performance review.

Audit – No report.

Nominating committee: No report

NEW BUSINESS

2011 election: Board candidates have filed for the 2011 election.

TIF joint review: Ms. Rauch attended a meeting of the Homewood TIF Joint Review Board 11/18. She took with her questions raised by the library board about the Southwest Central Business District, Central Business District and Washington Park TIFs.

Interlibrary Loan delivery expenses: In its recommended fiscal year 2012 budget numbers, the SWAN delivery task force projects the Homewood Public Library's total operating fee and base fee share of ILL delivery expenses will be at most \$13, 210.43.

MLS annual certification: The administrative librarian, board president and board secretary signed the library's annual certification for Metropolitan Library System public library membership (FY2011).

OLD BUSINESS

Generator repair: The generator lives! The repaired generator is now operational with automated alerts. The alarm system is also working.

ADJOURNMENT – Mr. Bouchie adjourned the meeting at 8:55.

Accepted _____

Amy Eagle
Secretary