# Homewood Public Library District Board Meeting Regular Meeting Minutes Homewood Library 7:30 p.m. – April 18, 2012

#### **CALL TO ORDER**

Mr. Bouchie, President, called the meeting to order at 7:36 p.m. Present for all or parts of the meeting were Library Board members Mr. Bouchie, Mr. Weiss, Ms Korajczyk, Ms. Eagle, Mr. Flor, Mr. Barr, Ms. Davis-Bridges and Administrative Librarian Cindy Rauch. Recorder of minutes was Sandy Sullivan.

#### **CONSENT AGENDA**

Board members perused the consent agenda. There was a question about the large VISA bill. Ms. Rauch said the purchases for the new Media Lab were put on the VISA card. The minutes from the March meeting were also reviewed. Mr. Barr moved, seconded by Ms. Eagle, to approve the consent agenda and approve the March minutes with the following two corrections: there is a typographical error under Old Business with the word "FIOA" which should read "FOIA". Also the February minutes failed to mention that approval of the January minutes was not given by Mr. Barr and Mr. Flor. They both abstained from approving the January minutes due to their absence at that meeting. Ayes -6, Nays -0. Abstention -1 (Ms. Davis Bridges). Motion carried.

#### LIBRARIAN'S REPORT

Ms. Rauch told the board that a mini survey was given to patrons during National Library Week. There were about 200 surveys turned in. The results of the survey have not been compiled yet.

Ms. Rauch also spoke about Kim Bolan Cullen, a library consultant and facilities planner who will be doing a mini-workshop for our department heads at our library on May 16<sup>th</sup> and 17<sup>th</sup>. She will also do a presentation for all staff at our monthly staff meeting on May 17<sup>th</sup>.

There was one incident report stating that a woman fell outside the library, tripping on the curb, which resulted in a broken wrist. This individual is one of our Friends. We turned over this claim to our insurance company.

Ms. Eagle and Ms. Rauch have responded to the FOIA request. Mr. Weiss asked what media organization the FOIA was from? Ms. Rauch said the company is from St. Louis and they may be requesting information for marketing purposes.

Our library will be participating in the Go Green program sponsored by the H-F Park District. The library will be punching cards in addition to other Homewood businesses and community events. The cards can be turned in to the Park District for a chance to win raffle prizes.

The parking lot will be resurfaced and striped which will cost about \$3,000.00. Ms. Rauch indicted that is a reasonable amount. It will be done Memorial Day weekend, weather permitting. We will check on the markings for the handicapped spots as they may have changed recently.

## PATRON'S COMMENTS/CORRESPONDENCE/SUGGESTION BOX/EMAIL COMMENTS:

Mr. Flor noted that there were a couple of comment slips about the reduced staff in the computer area. Even though there are only two comment slips, more patrons may feel the same way. Ms. Rauch said we are doing a couple of things differently now. Patrons can ask a question of the reference staff through our website where they can chat with a staff member. We also have a hotline phone located

upstairs that goes directly down to the reference desk. The upstairs is still staffed during evenings and weekends. There were several comment cards that were unsigned, possibly because they are not from Homewood cardholders.

## **COMMITTEE REPORTS**

Advocacy - Nothing to report.

**Facilities** – A walkabout needs to be scheduled soon for both interior and exterior of the library. Ms. Korajczyk said the bushes outside smell lovely.

Mr. Weiss asked if we have had any asphalt upheaval problems, similar to those he has noticed around town. Ms. Rauch said we have not had any problems, probably due to less plowing and less salting this year.

**Finance** - A report was given by Mr. Flor. He stated we received \$75,000 in TIF money. This was not figured in our yearly budget. Our June balance should be about \$2,600,000 with the \$75,000 included. Our budget seems to be right on track and our property tax forecast is looking fine. We should make our targeted budget.

Mr. Bouchie said we need to schedule a committee meeting for discussing transfer of cash. Ms. Rauch said she will send an email to obtain committee members' availability.

The 2012-2013 budget is being worked on by Ms. Rauch but we still need to hear from Cook County before we can firm anything up. Mr. Flor agreed with Ms. Rauch that a preliminary budget could be started.

**Governmental Affairs** — Ms. Korajczyk said today is Library Advocacy day in Springfield. No one from the library board is there. We will proceed with asking Mr. Harris to come to a meet and greet one evening.

Mr. Weiss asked about the status of IMRF, in light of the TRS issues. He said TRS has scheduled a meeting at a local high school to discuss pension and pension reform/changes. The goal of the TRS meeting is to educate the TRS members and to remind them to keep their interest in Springfield active. Mr. Flor said that IMRF seems to be better funded and has not been dipped in to by the state as TRS has.

**Library Resources** – No report.

**Policy** –No report

Personnel - No report.

**Audit** – No report. Ms. Rauch said that a copy of the audit of the minutes is available if board members want to see it.

**Nominating committee** – Mr. Bouchie said it will soon be time to put a committee together. All officers terms are up in June with new officers taking over in July. The committee needs to put together a slate. Ms. Eagle, Mr. Bouchie and Mr. Weiss volunteered to serve on the committee.

## **NEW BUSINESS**

Mr. Bouchie said a comprehensive review of library policy should be done. Ms. Rauch said we should schedule a policy meeting and map out some meeting times to go through the policy book, part by part and bring it back to the board for changes and approval, part by part. Mr. Bouchie asked if any staff members should be on the committee? Ms. Rauch said yes, a couple of department heads would probably like to be on it. Ideas from all staff would be welcome also. Mr. Bouchie said staff should have an opportunity to give their voice. Mr. Weiss said we should consider keeping the policy committee the same even after the new officers and committees are formed for the 2012-13 year.

Mr. Weiss moved, seconded by Mr. Barr, that we approve Ordinance 135, which authorizes Homewood Public Library's participation in the non-resident reciprocal borrowing program and the issuance of non-resident library cards. Roll call vote Mr. Bouchie- aye, Mr. Barr – aye, Ms. Davis-Bridges - aye, Ms. Eagle – aye, Mr. Flor – aye, Ms. Korajczyk – aye, Mr. Weiss – aye. Ayes – 7, Nays - 0. Motion carried.

Mr. Barr discussed the application dated March 21, 2012, for property tax exemption for the business, Suburban Access, Inc. located at 900 Maple Avenue in Homewood. This is part of the Washington Park TIF. Suburban Access is a company that services the handicapped. Ms. Rauch called the Village of Homewood about this. Ms. Rauch stated that approximately \$500,000 was given by Village to the previous developer/owner and the Village has seen no tax revenue. The owner/developer then sold after rehabbing the building. Mr. Barr gave a background on this situation. The initial deal was pushed through at the last minute, despite the objections of the Library.

Ms. Rauch brought a tuition assistance request from a staff member to the board. Discussion took place regarding the staff member's eligibility for reimbursement. The general consensus of the board was that the staff member did not meet two criteria of the policy; employee must be employed with the library for 18 months and prior pre-approval must be made. Ms. Rauch said that this staff member is completing her last semester for her degree in Library Science so most likely a tuition request from her will not come up in the future. A possible solution for the situation is to pay part of her expenses of one of her classes as it does relate to her work here. It is "professional development" and the library does pay staff members for approved "professional development" activities such as workshops, conferences, etc.

Discussion took place regarding who should pay for the purchase of additional tables and chairs for the Friends. Ms. Rauch asked the board if there is an expectation that we should pay or the Friends should pay. What do they wish? General consensus is that we should pay so we can monitor the purchases, mainly from an aesthetic point of view.

A very special recognition of thirty years of service is coming up in June for Administrative Librarian Cindy Rauch. The board wants to do something to honor her and asked what her wishes are. Ms. Rauch said she is not in favor of anything large or ostentatious. Perhaps as the date gets closer, the staff could be treated to a special lunch. This topic will be discussed further by the board members.

## **OLD BUSINESS**

Amy Eagle has not taken the Open Meeting Act training. She is having trouble with the website. Mr. Weiss has not taken it yet either.

MEETINGS -	LACONI – Annual Trustee Banquet, Friday, April 20, 2012 in Lombard, IL.				
	ATLAS Area Trustee Training event at HPL on Saturday, May 19, 2012. The topic is Future is Now. Trustees must pre-register.				
ADJOURNMENT					
Mr. Bouchie, President	, adjourned the meeting at 9:10 p.m.				

Accepted	 
-	Murray Barr , Secretary