

**Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
7:30 p.m. – February 15, 2012**

CALL TO ORDER

Mr. Bouchie, President, called the meeting to order at 7:37 p.m. Present for all or part of the meeting were Library Board members Mr. Bouchie, Mr. Weiss, Ms. Korajczyk, Ms. Eagle, Ms. Davis-Bridges and Administrative Librarian Cindy Rauch. Absent were Mr. Flor and Mr. Barr. Recorder of the minutes was Sandy Sullivan.

CONSENT AGENDA

Board members perused the consent agenda. Minutes from the January meeting were also reviewed. Ms. Korajczyk moved, seconded by Mr. Weiss, to approve the consent agenda and approve the January minutes with the deletion of a repeated sentence “no members of the public were present.” Ayes – 5, Nays – 0. Motion carried.

LIBRARIAN’S REPORT

Ms. Rauch received a thank you from the HFHS orchestra for our donation to their silent auction. We will be contributing to the HF lock-in for Prom in May.

There are new features in Webpac. A “freeze” option now exists. This allows patrons to put their holds on freeze for a period of time. They may be unfrozen when the patron is ready to receive them again. Another new feature is the search option which allows a patron to be notified if new items are added to the library collection that fit the patron’s predefined saved search lists.

There are a couple of incident reports included in board members packets. Other incident reports this week which were not in the packets include a patron asking to use the phone, and then calling 911. This happened twice.

The Friends of the Homewood Library annual report is included in board members’ packets. They have a healthy positive cash flow. Friends are going to do weekly sales rather than quarterly sales in the future. Ms. Eagle commented that it looks like the income will be about the same with Saturday sales and encouraged anyone to volunteer as that is crucial to successful Saturday sales. The Saturday shifts are short. The nicer, higher-priced materials come out on Saturday as these materials can’t be out during the week unattended. The Friends are looking at other furnishings and will be meeting with shelving vendors.

Ms. Rauch gave an update on the proposed new digital media lab. She and several Library Services staff members are going on a field trip on Feb 29th to visit a couple of other digital media labs at other Chicago area libraries.

PATRON’S COMMENTS/CORRESPONDENCE/SUGGESTION BOX/EMAIL COMMENTS:

Nothing to report.

COMMITTEE REPORTS

Advocacy – Mr. Weiss stated that a scheduled event in February was cancelled due to lack of response from Springfield people. Hopefully it can be rescheduled when the local representatives are back home

serving their constituents. Ms. Rauch said the Legislative day in Springfield is the same date as the April board meeting. The board meeting may need to be rescheduled.

Facilities – Ms. Rauch discussed the landscaping.

Finance – Absent board member Mr. Flor prepared in advance a one page synopsis regarding the library's investments for the other board members. The bottom line is that Mr. Flor recommends we keep our investments where they currently are.

Governmental Affairs – Mrs. Rauch reported that the Homewood Village Board declared a 1.7 million dollar surplus from the expired Washington Park TIF and that those funds would be routed to the taxing bodies soon.

Library Resources – Ms. Rauch recommended removing the demographics portion in the Collection Policy, Articles I-IV. We can simply state that our policy will change as the community changes. Also, the wording book, DVD, etc. should be changed to resources. This is a second reading.

Ms. Korajczyk discussed the Objectives Section. She thought the vision statement and the mission statement should be moved to the front, ahead of the objectives. In the future she would like to see the vision statement itself revised.

The material review form has been changed.

Ms. Korajczyk suggested that a new strategic plan should be created now that the remodel is completed.

Ms. Korajczyk moved, seconded by Mr. Weiss, to accept the new collection development policy with the changes discussed. Ayes -5, Nays – 0. Motion carried.

Policy – Discussion of teacher privileges policy. Ms. Rauch said the policy is simply a change from teacher card to teacher privilege. This puts us in better compliance with the law. Ms. Korajczyk asked if a teacher is in Indiana or out of our system, what happens if they do not return materials. Ms. Rauch said this happens very rarely. Mr. Weiss commented that if they check books out of our library, it is because of a strong need. We provide an important service as many school libraries are now labs and do not contain a lot of print material. Ms. Eagle moved, seconded by Ms. Korajczyk, to accept the suggested changes to the teacher privilege policy as discussed. Ayes – 5, Nays – 0. Motion carried.

Personnel – Discussion took place regarding various leaves. Ms. Korajczyk brought up maternity leave, stating that perhaps it should be removed as it is covered under FMLA. Ms. Rauch agreed. Other types of leave were discussed including family, medical, temporary leave to complete a project such as a book. Vacation and sick leave do not accrue during leave. However, earned vacation is not forfeited if it was earned but not taken prior to the leave. Workers compensation is handled as other leaves. This is a second reading. Ms. Davis-Bridges moved, seconded by Ms. Korajczyk to adopt the personnel policy with the changes discussed. Ayes – 5, Nays – 0. Motion carried.

Audit – Ms. Rauch said the audit has taken place and there are no inconsistencies. Mr. Flor has seen it and the auditor may come to a future board meeting.

Nominating committee – No report.

NEW BUSINESS

Mr. Flor, Mr. Weiss, and Ms. Eagle have not taken the Open Meeting Act training.

Ms. Rauch discussed the self-checkout system. After our entire collection was tagged, Checkpoint was bought by 3M who are phasing out our system. We would have to upgrade to their server at a cost of about \$5000 in order to use our current tags. They suggested retagging every item as a possible

solution. Ms. Rauch suggests we leave it as it is and we simply don't have a self-checkout system. We can reevaluate in a couple of years when we will be upgrading the Innovative system. Board members agreed to take a wait and see approach.

Ms. Rauch discussed the Homewood Historical Society. They want to charge admission for non members who come to their programs. Typically we do not charge for our programs. We are their primary site for programs. We already subsidize some of their programs. The general view of the board members is that since Homewood Historical Society partners with us and we provide funding for some of their programs, they should be free for library patrons. According to Ms. Rauch, there are typically not a large number of non-members attending these special programs.

Ms. Rauch said she will be responding to a material review request and will give her response to the board. Discussion took place over the book in question.

OLD BUSINESS

None

Meetings: - ATLAS: Finding Financial Support, Feb 23, 2012.
Area Trustee training event at HPL on Saturday, May 19, 2012 topic is Policy vs. procedure, board role and director and staff role.

ADJOURNMENT

Mr. Weiss moved, seconded by Ms. Eagle, to adjourn. Ayes -5, Naves-0. Motion carried. Mr. Bouchie, President, adjourned the meeting at 8:45 p.m.

Accepted _____

Murray Barr, Secretary