

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

CALL TO ORDER

Mr. Bouchie, President, called the meeting to order at 7:35 p.m. Present at that time were Library board members Mr. Bouchie, Mr. Barr, Mr. Flor, Mr. Weiss, Ms. Korajczyk and Ms. Davis-Bridges. No members of the public were present. Absent was Ms. Eagle. Judi Wolinsky Head of the Adult Services Department was present as well as department staff members Lisa Stilts, Phyllis Satkus, Russ Woods, and Carolyn Ciesla. Youth Department Head Dee Delaney, and Diane Gallagher, Circulation Head were also present. Recorder of minutes was Sandy Sullivan. No members of the public were present.

CONSENT AGENDA

Board members viewed the consent agenda and the minutes from the November meeting. There was a typo in the first sentence at the top of page 2 of the November minutes. The word distribute should be distributed. Ms. Korajczyk moved to approve the consent agenda and the correction to the minutes as mentioned. Mr. Weiss seconded the motion. The motion passed by voice vote – 6 ayes, 0 nays, 1 absent.

LIBRARIAN'S REPORT

Judi Wolinsky, Head of the Adult Services Department, gave a presentation on the possibility of providing a new service for patrons, the creation of a digital media lab at the Homewood Library. There was a feature article in a recent issue of Library Journal which profiled this type of lab at the Skokie Public Library. A digital media lab is a cozy space which provides an environment, equipment, and software for patrons to create multi-media projects. Ms. Wolinsky passed out a sample brochure that was created describing the type of digital media lab envisioned. Discussion took place by the board and questions were asked. Questions included licensing, costs to operate, fees, if any that would be charged to the public, intellectual property rights, space needs, supervision and possible partnering with high schools or junior high schools. General consensus was very favorable and the board was excited to see our library might be going to the next level, technologically. A visit to the Skokie Library might be in order. Other libraries in the Chicago area that have digital media labs are Barrington and Blue Island.

A report on the study café was presented by Youth Services Department Head Dee Delaney. The study café was held to help H-F students prepare for final exams. We offered space only, no tutors. The attendance count was 28 students on Monday and 60 students on Tuesday. It was quite successful with most attendees really serious about studying.

The library's change of hours and interlibrary loan traffic were presented by Diane Gallagher, Circulation Department Head. The Homewood Library now opens at 9:00 a.m. Patrons are very pleased. Interlibrary loans have shown an increase of 38% (items received) and 65% (items sent) over the past five years. Ms. Gallagher said that these numbers mean the circulation staff members are very busy.

PATRON COMMENT/CORRESPONDENCE/SUGGESTION BOX/EMAIL COMMENTS

Patron comments were generally favorable and positive. Comments about children running in library, as well as the noise level were noted.

COMMITTEE REPORTS

Advocacy – No report.

Facilities – Mr. Barr stated that a May meeting needs to be set up. Also flag deterioration was noted.

Finance – Mr. Flor - The Intergovernmental agreement was discussed. Mr. Flor moved, seconded by Mr. Barr, to approve the intergovernmental agreement dated January 18. Roll call vote: Mr. Bouchie-aye, Ms. Davis-Bridges-aye, Mr. Flor-aye, Ms. Korajczyk-aye, Mr. Weiss-aye, Mr. Barr-aye. Absent was Ms. Eagle. Motion carried. The financial statements and budget was presented by Mr. Flor and discussed with the board. Also discussed was the investment summary made for us by the Great Lakes Credit Union.

Governmental Affairs –No report.

Library Resources – Second reading of Articles I- IV, Collection Policy, did not take place as Ms. Eagle was not present. The item was tabled.

Policy –Proposed changes to the Policy Manual, specifically the teacher privileges were discussed. This is a first reading.

Personnel –Ms. Davis-Bridges. A second reading of changes to personnel policy took place. It appears that workmans' compensation leave is not addressed in the medical leave description. There were several questions regarding the wording of all of the leave sections in the policy, including questions regarding FMLA/maternity and paternity leaves. These sections will be referred back to committee.

A Code of Ethics has been added to the personnel policy in Section 1.13, Staff Expectations. Mr. Murray moved, seconded by Ms. Davis-Bridges, to approve this addition. Ayes, - 6, Nays – 0, Absent - 1. Motion carried.

Audit - No report.

Nominating committee – No report.

NEW BUSINESS

Due to changes in the Open Meeting Act, all elected officials must take training. Several board members said they completed the training online.

An amendment was made to the flexible spending plan. The amendment states that "The maximum annual FSA election/reimbursement amount for any Plan Year is \$1300.00." Mr. Barr moved, seconded by Mr. Weiss, to adopt a resolution amending the FSA plan, effective December 20, 2011. Ayes -6, Nays-0, Absent - 1. Motion carried.

We have been notified of a property tax appeal notice for property located at 18300 Dixie Highway.

OLD BUSINESS

None.

MEETINGS– IMET Breakfast in Oak Brook on January 20, 2012.

Staff appreciation party at Cilantros on January 29, 2012.

Trustee training event at HPL on Saturday, May 19, 2012.

Lansing Public Library will be hosting a meet and greet with local legislators from 6-8:30 pm on Friday, February 10th.

Mr. Barr noted that he will be sworn in as a RAILS board member at the end of January.

Adjournment

Mr. Flor moved, seconded by Ms. Davis-Bridges, to adjourn. Ayes -6, Nays-0, Absent - 1. Motion carried. Mr. Bouchie, President, adjourned the meeting at 9:35 p.m.

Accepted

Murray Barr, Secretary