

**Homewood Public Library District Board Meeting  
Regular Meeting Minutes  
Homewood Library  
7:00 p.m. –July 18, 2012**

**CALL TO ORDER**

Ms. Eagle, President, called the meeting to order at 7:00 p.m. on July 18, 2012. Present for all or part of the meeting were Library Board members Mr. Bouchie, Mr. Weiss, Ms. Korajczyk, Ms. Eagle, Mr. Flor, Mr. Barr, Ms. Davis-Bridges, Administrative Librarian Cindy Rauch, and intern Margaret Thompson. Recorder of minutes was Sandy Sullivan.

**CONSENT AGENDA**

Board members perused the consent agenda. Minutes from the June meeting were also reviewed. Ms. Korajczyk moved, seconded by Mr. Barr, to approve the consent agenda and the minutes from the June monthly board meeting with the following correction: Page one, paragraph 8 of the June monthly Board meeting minutes should read “ipad”, not “Ipad”. Ayes – 7, Nays – 0. Motion carried.

**LIBRARIAN’S REPORT**

Ms. Rauch stated that with the change in officers of the Library Board there will be a change in signatures at the banks. George Bouchie and Lisa Korajczyk must go to Great Lakes Bank in person. George Bouchie must also go to Great Lakes Credit Union and ask to be taken off the library account. Lisa Korajczyk does not have to go in person to be added.

Statistical information about library materials was included in the board packet. Ms. Rauch presented a power point showing the changes over the past ten years. There has been a reduction in adult nonfiction holdings as well as a slight reduction in adult fiction items. The number of reference items in our collection is down quite a bit. Displaying materials in a “face-out” manner has contributed to a huge increase in circulation. Another contributing factor is that the selectors are doing a great job in choosing material. Additionally, not hanging on to older materials just for historical value enables people to find material easier. Even though the size of our collection has gone down, our circulation has gone up. These statistics do include ILL. The same general trends hold true for the Youth Services department. Adult AV materials are out of the ballpark. The collection size has grown tremendously as well as the circulation of AV materials. Youth AV circulation has also increased tremendously. Ms. Rauch said it is interesting to see the changes over the past ten years and reassuring to know that our circulation is really strong. Patron interaction/connection statistics have gone up tremendously in the past ten years. We have made a conscious effort to do more outreach which increases this number. As far as interlibrary loans, we have always had large numbers in this area. It is fairly even as far as materials loaned and materials requested. The recently returned shelf is very popular and things do not stay on these shelves long at all. The pages have been assigned other tasks because they don’t shelve as many items.

Ms. Rauch informed the Board that a student (former employee) wants to do a survey at our library. She will leave a box here for completed surveys. There are no controversial questions on the survey.

We received a notice from the Village of Homewood about a special use permit request. Ms. Rauch sees no problem with it. It is for a new hair salon to be located at 2010 Elm Road.

An update on our new media lab was passed out by Ms. Rauch. The list contains items installed, in progress, or remaining to be done. The suggested procedures and guidelines were attached. The Board will need to look it over and a policy will need to be made. Age 16 is the minimum age for use of the lab. Those under 16 could go in with an adult and the Youth Dept may take group of under 16's into the lab during the evening. Mr. Flor asked if we should take a credit card from those who use the cameras. Probably not said Ms. Rauch. We would probably take a drivers license.

Ms. Rauch said Adult Services arranged for an author visit last night (Tuesday). It was a very nice event. Today Youth Services held the "edible book" contest. Participants were to create an edible recreation/representation/illustration of a book, series, character, etc. The entries were very creative.

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

We have regular smokers who sit on the benches. What is the law regarding smokers on the library grounds?

#### **COMMITTEE REPORTS**

**Advocacy** – No report.

**Facilities** - The only item of note is that the concrete slab jacking was done.

**Finance** - The committee met on July 10. With regards to investments, Mr. Barr suggested that instead of re-investing amounts currently in Great Lakes Credit Union and Illinois Funds, we bring Ehlers & Assoc, underwriters of the municipal bond sale of several years ago into the discussion to see if partial prepayment of these obligations would bring a higher return to the Library District. As far as the budget for the year ending June 30, 2012, Mr. Flor said we ended the year very close to budget. We were within 1% of our property tax budget which means we collected 99%. The auditors will be here before Cindy retires.

**Governmental Affairs** - No report.

**Library Resources** – No report.

**Policy** - Mr. Bouchie had a Policy Committee meeting on July 17. The committee discussed plans to review the policy manual and look for areas that may need work. No part of the policy manual is more than four years old. It will be reviewed methodically over next six plus months. Several library staff members are involved. Reports will not come back to the board piecemeal. Changes will be presented in their entirety or very large chunks for board approval.

**Personnel** - Ms. Davis-Bridges said the Personnel Committee met on July 11. They talked about the search for a new administrative librarian, the networks and avenues for posting, possible salary for the position, and the possibility of using a search firm. A search committee will need to be created as the personnel committee is not presently responsible for conducting an Administrator's search according to the by-laws.

**Audit** – No report.

**Nominating committee** – No report.

#### **NEW BUSINESS**

Discussion took place regarding the search for a new Administrative Librarian. A search committee will need to be created. Should it be the entire board? Do we want to engage an outside search firm?

Should we use a firm that other libraries have used? Do we have the knowledge that a search firm brings to the table. Mr. Barr has familiarity with using a search firm as he was involved with the search for a RAILS director and says a firm provides a valuable service. They bring focus, energy, and a facility for organizing. We will get good candidates no matter how we advertise or who we use. Without a search firm, there is a lot of work that the board will have to do. The number of hours involved is huge. When Ms. Rauch was hired seventeen years ago, it was a much smaller scale process. Should we get bids from several search firms? Do we have a staff member who can coordinate the process? What about hiring a consultant or coordinator instead of a search firm? Ms. Korajczyk volunteered to gather some information from a variety of search firms. Board members will need to meet the week before the August board meeting. This special meeting will be on Wednesday, Aug 8, at 7:00 pm. Mr. Bouchie moved, seconded by Mr. Flor to hold a special meeting on Aug 8 for the purpose of considering proposals of potential search consultants. Ayes – 7, Nays – 0. Motion carried.

Mr. Flor moved, seconded by Mr. Bouchie, to create a search committee of the whole. Ayes – 7, Nays – 0. Motion carried.

Mr. Barr moved, seconded by Ms. Korajczyk, to adopt an ordinance authorizing levy of an additional tax for the maintenance, repairs, and alteration of the library building and equipment. Roll call vote: Ms. Eagle – aye, Mr. Barr – aye, Mr. Bouchie – aye, Ms. Davis-Bridges – aye, Mr. Flor – aye, Ms. Korajczyk – aye, Mr. Weiss – aye. Motion passed with 7 aye and 0 nay votes.

The salary and pay scale for staff was mentioned by Ms. Rauch. She suggested the consultants can work on this when they are working on hiring a new administrator.

There is a new version of the working budget since the time the Finance Committee met. It is an improvement. Ms. Rauch had hoped some services would be outsourced but that did not become feasible for this budget. The revised budget shows a \$92,000 surplus which is greater than this past year's budget. Mr. Flor moved, seconded by Mr. Bouchie, to adopt the revised operating budget presented on July 18, 2012. Roll call vote: Ms. Eagle – aye, Mr. Barr – aye, Mr. Bouchie - aye, Ms. Davis-Bridges - aye, Mr. Flor - aye, Mr. Weiss – aye, Ms. Korajczyk – aye. Motion passed with 7 aye and 0 nay votes.

**OLD BUSINESS –**

Meetings: - Special meeting – Aug 8

**ADJOURNMENT**

Ms Eagle, President, adjourned the meeting at 8:49 p.m.

Accepted \_\_\_\_\_

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**Murray Barr**  
**Secretary**