

**Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
7:30 p.m. –June 20, 2012**

CALL TO ORDER

Mr. Bouchie, President, called the meeting to order at 7:33 p.m. Present for all or part of the meeting were Library Board members Mr. Bouchie, Mr. Weiss, Ms. Korajczyk, Ms. Eagle, Mr. Flor, Ms. Davis-Bridges and Administrative Librarian Cindy Rauch. Absent was Mr. Barr. Recorder of minutes was Sandy Sullivan.

CONSENT AGENDA

Board members perused the consent agenda. Minutes from the May board meeting were also reviewed. Ms. Korajczyk moved, seconded by Mr. Weiss, to approve the consent agenda and approve the May minutes with the following correction: The word “ moved” is reported twice in the second paragraph on page one. Ayes – 6, Nays – 0. Motion carried.

LIBRARIAN’S REPORT

Ms. Rauch gave each board member a letter stating her intent to retire. Ms. Rauch has worked at the library for 30 years. The official date of retirement is to be determined based on finding a replacement. This could take several months. The personnel committee will need to meet to determine a strategy for hiring a replacement. Mr. Flor said this will be a huge change for him personally and he indicated that working with Ms. Rauch has been a pleasure. It will be hard to visualize the library without her presence. The other board members heartily concurred.

The consultant’s notes will be shared with the board at a future time. Consultant Kim Cullen visited the library in May. She met with department heads and gave a presentation at the all-staff monthly meeting.

An article about the use of technology at the Homewood Library was featured in a Chicago Tribune paper on May 31st.

Rose Olsar was instrumental in nominating Mabel Murphy, former HPL Administrative Librarian, for the Homewood Hall of Fame.

On May 21, 2012, \$1,300,000.00 in tax collections money was transferred from Illinois Funds to Great Lakes Bank.

The Youth Department is now circulating Ipads. Currently, they are all checked out. The checkout period is one week.

The health insurance rates came in lower this year.

We have a person completing a library practicum and Ms. Rauch reports that she is doing a great job.

Ms. Rauch received a letter from Village of Homewood indicating the Cook County Treasurer shows there is a deficit amount in a Village of Homewood Library Fund. This is an old fund that probably existed when we were a village library. The question is are we responsible for paying it or is the Village of Homewood? The amount owed is \$2,780.85.

An insurance claim was handled very poorly and a patron who was injured at the library had to pay some of the medical expenses or deductible out of her own pocket.

Several staff members from the Circulation Department and Adult Services Department went on field trips. Their comments, included in the board packet, were positive.

Today, June 20, a person took a fall on uneven concrete in the front of the library. She fell flat. This concrete will need slabjacking.

The Homewood Fire Department's inspection of the library showed we have 23 violations. This time, they cited us for small things that were never cited before. Most are simple fixes such as extension cords in use, boxes stacked too high, etc. They will revisit.

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

Mr. Flor told about comment card complaining about no security upstairs. Ms. Rauch said there will be an information desk upstairs in the future.

COMMITTEE REPORTS

Advocacy – No report.

Facilities – Working through the “to do” list, included in board packet. The ash trees have been removed. That was a major item and it was done at a very reasonable cost.

Finance - Mr. Flor stated that funds were moved from Illinois Funds to Cash Management. Since property tax bills went out on time this year, we should start seeing some collections come in as early as September or October. He indicated that we are very well reserved. Our YTD property tax income as of May 31st is about 97% of budgeted which is great. We are up slightly in personnel salaries but the IMRF fund does not seem accurate and will need to be corrected. This should be properly represented on the report. The draft budget looks very good, provides for some movement forward in digital and e-media and keeps some other areas flat. The Cook County tax rate report was discussed. Assessed valuation went down approximately 20% but our tax limiting rate went up to .622 % which resulted in a figure about the same as last year.

Governmental Affairs - Mr. Weiss said he received a personal letter from Toi Hutchinson after he called/wrote to her regarding the state pension issues. He was very impressed that he received a response. Mr. Korajczyk said she believes Toi Hutchinson to be a big public library supporter and would be a good person to invite to the library.

Library Resources – No report.

Policy -No report now. A meeting will be scheduled.

Personnel - A meeting will be scheduled. Ms. Rauch said she will send around emails with suggested dates to also set up Finance and Policy committee meetings.

Audit – Mr. Bouchie said we need to form a committee to review the minutes, later in July or the beginning of August. Mr. Flor volunteered, as well as Mr. Weiss, to serve on the committee.

Nominating committee – No report as it was done last month.

NEW BUSINESS

A Budget and Appropriation hearing will be held prior to the August board meeting. This is an opportunity for the public to comment on our budget. A notice of the hearing will be put in the newspaper. This notice must be published at least 30 days prior to the hearing. Ms. Eagle moved, seconded by Mr. Weiss, to hold the Budget and Appropriations hearing immediately before the board meeting on August 15, 2012. Ayes – 6, Nays – 0. Motion carried.

The prevailing wage rate ordinance discussed. The ordinance basically says that the library is planning to be in compliance with the prevailing wages and that our contractors are paying prevailing wages. Ms. Korajczyk moved, seconded by Mr. Weiss, to accept Prevailing Wage Rate Ordinance #136. Ayes – 6, Nays – 0. Motion carried.

Changing the monthly board meeting starting time was discussed. While the new administrative librarian hiring process is taking place, perhaps the meeting start time should be moved up to 7:00 pm. General consensus of the board is that it works out well for them individually. Ordinance 137 was presented to the board. It lists the board meeting dates for 2012-2013. Mr. Weiss moved, seconded by Ms. Davis-Bridges to accept the revised starting time and the board dates as listed in Ordinance 137. Roll call vote: Ms. Eagle – aye, Ms. Korajczyk – aye, Ms. Davis-Bridges – aye, Mr. Weiss – aye, Mr. Flor – aye, Mr. Bouchie – aye, Mr. Barr – absent. Motion carried with 6 Ayes, 0 Nays, 1 absent.

Ordinance 138 was presented to the board. This ordinance contains a list of officers for the Homewood Library Board for the 2012-13 year. Officers are Amy Eagle - President, Lisa Korajczyk - Vice-President, Murray Barr - Secretary, and Chris Flor- Treasurer. Ms. Korajczyk moved, seconded by Mr. Weiss, to accept Ordinance 138. Ayes – 6, Nays – 0. Motion carried.

A draft of the 2012-2013 library budget was presented by Ms. Rauch. Expenses were discussed. The salary line is projected to be about the same as 2011-12 due to positions being eliminated, the Director's salary (which will probably be reduced), and a few retirements, included one retiree possibly returning as an independent contractor. A cost of living raise for staff was suggested at 2.5% which is included in the proposed budget. This year, a more defined budget has been created which itemizes online services. An additional \$4,000 was added for ebooks. The group purchase of the databases for patrons went down in price slightly. Some services such as accounting services and digital signage display are recommended in the budget to be contracted out.

Tree replacement was discussed. Ms. Rauch asked if board wishes to replace the infected trees that were cut down last month. If so, she will get some estimates and suggestions from the landscaper. Ten trees were removed on the North and South edge of property. The board said they would like to replant but not until the cooler weather in the fall.

OLD BUSINESS –

Ms. Rauch said she got a proposal to buy end panels for shelving. The Business Office did not get a check printed in time for the board meeting but Ms. Rauch would like to handwrite a check tonight if the board will sign it. The board agreed and a check was made. This is a purchase by the Friends.

Meetings: - Some library staff members from the Youth Department are going to ALA which is being held in Anaheim, California this year.

ADJOURNMENT

Mr. Bouchie, President, adjourned the meeting at 9:01 p.m.

Accepted _____

Murray Barr

Secretary