

**Homewood Public Library District Board Meeting  
Regular Meeting Minutes  
Homewood Library  
7:30 p.m. –May 16, 2012**

**CALL TO ORDER**

Mr. Bouchie, President, called the meeting to order at 7:30 p.m. Present for all or part of the meeting were Library Board members Mr. Bouchie, Mr. Weiss, Ms. Korajczyk, Ms. Eagle, Mr. Flor, Mr. Barr, and Administrative Librarian Cindy Rauch. Recorder of minutes was Sandy Sullivan.

**CONSENT AGENDA**

Board members perused the consent agenda. Minutes from the April meeting were also reviewed. Ms. Korajczyk moved, moved, seconded by Ms. Eagle, to approve the consent agenda and approve the April minutes. Ayes – 6, Nays – 0. Motion carried.

**LIBRARIAN'S REPORT**

Ms. Rauch reported that another FOIA request, similar to the first one, was received. She said these can be very time consuming. This request was for the past five years of budget and the past five years showing the amount of money we took in for fines. This was for a media client. The information was obtainable. Ms. Rauch said the library will be going green for our library bags. They will cost 50 cents each. We also will do a check out bag. The logo looks very fashionable. The Friends are paying for them. They are like a real canvas bag, not mesh. An incident report was included in the board member's packets. A car hit another car in our parking lot and left without stopping. In a different matter, Ms. Rauch reported that she will be requesting a car parked in our lot be towed. The library's VISA card was fraudulently used. About \$10,000 was charged on it. We are not responsible for it. This is an old card that we cut up because we were given a new card. We assumed the old card was not valid any longer. The books on grief and grieving that were purchased with Dralle memorial money were very well received by the school children. The kids loved the books. Ms. Rauch reported that we are going to get tax money on time this year. The summer reading program and activities have been planned and sample information on teen activities was included in packet for board. The summer reading program is for patrons of all ages, not just youth.

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

Mr. Weiss commented on a strange comment slip from person about a crabby staff member. Not sure if this complaint is valid. The date was written in Roman numerals. Ms. Korajczyk said our staff is really helpful. She commented that Judi Wolinsky in Library Services sent her some great information that she requested.

**COMMITTEE REPORTS**

**Advocacy – Nothing to report**

**Facilities** – A walk through was done by Mr. Barr with Deb Dennison taking notes. A full report will be made at next month's meeting. Some items discovered included several trees on our property that are

diseased and should be removed. We should contact the arborist at the Village of Homewood. The bushes need to be trimmed. Overall, the library is in very good condition.

**Finance** - A report was given by Mr. Flor. The statement of activity for April was passed out. As of the end of April, we have 97% of our budgeted property tax income in hand which is excellent news. We may get more income before July 1. Our expenses are running a little ahead of budget. The retirement numbers don't seem right and Ms. Rauch will look into correcting this. The amount reported as the library's contribution may be overstated. We forecast a \$2.7 million cash balance. This figure is the same as last year which is exceptional.

Transfer of cash still needs to be done. A Finance committee meeting will be scheduled for early June.

The 2012-2013 budget will need to be done soon. Ms. Rauch reported she is adding some new lines in the budget, for example e-book line item. Mr. Flor stated that he wants our budget to be meaningful and we should take our time to make it as accurate as possible. The budget does not need to be published until September.

**Governmental Affairs** –No report

**Library Resources** – No report.

**Policy** - Discussed later in meeting.

**Personnel** - Nothing to report.

**Audit** – An audit of the minutes is coming in June.

**Nominating committee** – Ms. Eagle said the Nominating committee met on May 15<sup>th</sup> and determined a slate for officers for 2012-13. Ms. Eagle moved, seconded by Mr. Weiss to approve the slate as follows: Ms. Eagle as President, Ms. Korajczyk as Vice-President, Mr. Barr as Secretary and Mr. Flor as Treasurer, effective July 1, 2012. Ayes - 6, Nays – 0. Motion carried.

## **NEW BUSINESS**

Auditor Management Letter was discussed. Letter is attached to minutes.

We received a notice of appeal on property located at 925 W. 175<sup>th</sup> Street, Homewood. We are not seeing a flood of appeals. It is generally seasonal.

Ms. Rauch brought a request to the Board to close the building for in-service training. We would close on Friday, September 21<sup>st</sup>, all day. Attendance will be mandatory. A committee of library staff has planned events for the day. There will be a keynote speaker, Mr. Jason Griffey, in the morning Sept 21<sup>st</sup>. His presentation will be on what is happening in world, technologically speaking. In the afternoon there will be a variety of sessions to choose from. Then there will be a fun presentation at end of the day. Mr. Barr moved, seconded by Mr. Weiss, to close the building on Sept. 21<sup>st</sup> for the purpose of in-service training. Ayes – 6, Nays – 0. Motion carried.

The idea of promoting ebook advocacy on our website was discussed. Ms. Rauch said many of the big publishers are not willing to sell their titles as ebooks to Overdrive, our vendor. Or titles are sold at a huge markup. She wants to ask the board about informing our patrons about this as it is an important issue. Mr. Flor said ALA and PLA have taken similar issue with the publishers. This is a very mainstream opinion to take as it reflects freedom of information and expansion of access. Mr. Weiss said we should

be on the leading edge of this topic. Mr. Barr thought that an informational sheet, but not a suggested form letter, should be put on our website. A link to ALA or PLA could also be made. These organizations have lobbyists to promote this point. Ms. Korajczyk said when we are in Springfield, we ask constituents to write their official representatives, so why is this different? Mr. Barr said he feels that form letters are not all that effective and does not want to impose on our patrons by asking them to send a form letter to publishers. Ms. Rauch said many libraries do ask their patrons to write letters; however at Homewood Public Library we have not typically done this.

## **OLD BUSINESS**

A comprehensive review of library policy is being undertaken. An email to staff asking for suggestions for policy revisions has been sent. Ms. Rauch has received some suggestions and has some volunteers to serve on the committee.

Ms. Eagle has completed the FOIA open meeting training. Mr. Weiss still has to complete it.

Mr. Flor attended a meeting with School District 153. The topics turned to entertainment in local area and what a great place this is to live. Could we put the cultural activities that are going on, mainly by non-profit organizations, in our quarterly newsletter? The board members wondered where we would get this information. How would we gather it? Who would gather it? Mr. Flor said he will check at the Southtown as they may have an ongoing all-inclusive database. Ms. Rauch will think it over and discuss it at the Intergovernmental meetings.

Mr. Barr was elected to the RAILS board. Congratulations. He is on the search committee for their Executive Director.

Meetings: - Area Trustee training event at HPL on Saturday, May 19, 2012. The topic is The Future is Now. Attendees must pre-register.

## **ADJOURNMENT**

Mr. Bouchie, President, adjourned the meeting at 8:45 p.m.

Accepted \_\_\_\_\_

\_\_\_\_\_  
**Murray Barr**

**Secretary**