

**Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
6:30 p.m. –September 19, 2012**

CALL TO ORDER

Ms. Eagle, President, called the meeting to order at 6:30 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, Ms. Davis-Bridges and Administrative Librarian Cindy Rauch. Guests Mrs. Alice Cabrese-Berry and Mr. Kenneth Herdman were also present. Recorder of minutes was Sandy Sullivan.

There was a presentation by financial planner Mr. Kenneth Herdman from Ehlers Investment Partners.

There was also a presentation by Ms. Alice Cabrese-Berry, the consultant who is conducting search for administrative librarian. She discussed the executive search process. Things to do include having an up-to-date job description, deciding where to place the ad, and what to put in the ad. Ms. Calabrese-Berry would like an opportunity to talk to department heads and/or other library staff members to find out from them what are the best things that exist in our library today. What did Cindy bring as a director? What should be changed A report of these conversations will be generated. Of the final few candidates that will emerge, she must make sure the finalist is a good fit with the Homewood climate and culture. The process of reviewing the applications, first phone interviews, and in-person interviews was discussed. There could be an opportunity for the community to meet the final 2 or 3 candidates, as was done at the Oak Park Library. Mr. Flor asked if the staff could or should meet with the final 2 or 3 candidates. Mr. Barr said this was done at RAILS and the staff did evaluations on the finalists. If we do not get the best candidate we will search again and not select second best. Mr. Flor asked if a background check should be done. Starting salary was discussed and minimum of \$75,000 will be advertised. Desired management style and personality characteristics are to be written up by the board in preparation for the next board meeting. Also the top ten competencies are to be selected by the board from Ms. Calabrese-Berry's handout. The content of the ad was discussed and board members contributed their thoughts. The ad will be composed by Ms. Calabrese-Berry and sent to President Eagle for approval to post.

CONSENT AGENDA

Board members perused the consent agenda. Minutes from the August meeting were also reviewed. Ms. Korajczyk moved, seconded by Mr. Bouchie, to approve the consent agenda and approve the August minutes. Ayes – 7, Nays – 0. Motion carried.

LIBRARIAN'S REPORT

Ms. Rauch's indicated that her retirement will probably be effective at the end of November. The Friends party will not be in December, but January 4, 2013. The board contact list was passed out for updating. There was an incident of another bike missing from the front of the library. An informal survey that was done during National Library Week was shared with the board. Ms. Rauch and the board are invited to the Homewood Hall of Fame ceremony. Mabel Murphy, former Homewood

librarian, is being inducted. Ms. Rauch said she will be going and the board can go if they would like to. A Beautification Award from the Village of Homewood will be presented to the Homewood Library on Oct 25th at the Irwin Center. Ms. Rauch asked if someone else can go in her place. Mr. Barr said he would like to go. Ms. Rauch said the Levy Ordinance will be done at the next board meeting. The Washington Park payment of \$6,344 is due before the next board meeting so the check will need to be signed soon.

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

Study room time limits for non-Homewood vs. Homewood patrons were discussed. A comment was written by a disgruntled patron. Some people use it all day. Should there be time limits? There is no signage saying there could be limitations based on demand. Cindy's suggestion is to say Homewood patrons first. Another solution is to make one room a 1-hour only room. Should this be a policy? We could start taking ID's and see exactly what the usage is.

COMMITTEE REPORTS

Advocacy – No report.

Facilities – Mr. Barr reported that a walkabout for the fall needs to be scheduled.

Finance - Mr. Flor reported that in July and August we collected all our fall monies. There will be no more until March or April. We have collected 42% at this time. We are close to the budget and looking good for the year. Ms. Rauch said the reporting of the IMRF amounts is now correct on the budget reports.

Governmental Affairs - No report.

Library Resources – No report.

Policy - Mr. Bouchie reported he and the committee are continuing to meet monthly to hash out policy. They will make recommendations to the board when most are completed.

Personnel - No report.

Audit – No report.

Nominating committee – No report.

NEW BUSINESS

Mr. Flor moved, seconded by Mr. Barr, to approve the contract to hire Alice Calabrese-Berry as consultant for an executive search for an administrative librarian. Roll call vote: Mr. Barr – aye, Mr. Bouchie – aye, Ms. Davis-Bridges – aye, Mr. Flor – aye, Ms. Korajczyk – aye, Mr. Weiss – aye, Ms. Eagle – aye. 7 ayes, 0 nays. Motion carried.

Ms. Rauch reminded board members that they can start circulating petitions on Sept 25th if they are seeking re-election to the library board. Two seats are up, Mr. Bouchie and Ms. Regina Davis-Bridges.

OLD BUSINESS –

Ms. Rauch said there must be a correction in ordinance numbers. Ms. Korajczyk moved, seconded by Mr. Barr, to change ordinance numbers as follows: Ordinance number 135 will be changed to 135-2012, 136 will become 136-2012, and 137 will become 137-2012. Ayes – 7, Nays – 0. Motion carried.

The 2013 holiday calendar was passed out and discussed. The tenth holiday would be a floating holiday. Mr. Bouchie moved, seconded by Ms. Korajczyk, to accept the 2013 calendar as presented. Ayes – 7, Nays – 0. Motion carried.

Ms. Rauch said Great Lakes Banks gave us a signer resolution. This is a resolution saying who can be signers on the library's accounts. Once the board members sign that, Great Lakes Bank can give Cindy the signature cards for Mr. Flor, Ms. Eagle, and Mr. Barr to sign. Mr. Barr moved, second by Mr. Flor to adopt a corporate authorization resolution from Great Lakes Bank. Ayes – 7, Nays – 0. Motion carried.

Great Lakes Credit Union also gave us a signer resolution. Ms. Korajczyk moved, second by Mr. Bouchie, to adopt a corporate authorization resolution from Great Lakes Credit Union. Ayes – 7, Nays – 0. Motion carried.

IPLAR, Illinois Public Library Annual Report, has been completed per Ms. Rauch. She needs the signatures of Ms. Eagle and Mr. Barr.

Ms. Rauch said the per capita grant application is also done. No signatures are needed. As required, the board members reviewed Chapter 9, a handout on programming.

An ash tree and landscaping replacement plan was discussed by Cindy. She said the landscape architect suggested doing an upgrade to the south and north sides. The tree proposal is not just trees, it is additional foliage. It will cost about \$2,900 more than the original amount designated for this. Mr. Flor moved, seconded by Ms. Davis-Bridges, to accept the landscape proposal as written. Ayes – 7, Nays – 0. Motion carried.

ADJOURNMENT

Ms Eagle, President, adjourned the meeting at 8:39 p.m.

Accepted _____

Murray Barr
Secretary