

## **HOMEWOOD PUBLIC LIBRARY DISTRICT BOARD MEETING**

### **Regular Meeting Minutes Homewood Library 7:00p.m. –August 21, 2013**

#### **CALL TO ORDER**

Vice-president Lisa Korajczyk called the meeting to order with attendance roll call at 7:13 p.m. Present for all or part of the meeting were library board members Mr. Weiss, Mr. Barr, Ms. Korajczyk, Mr. Flor, Ms. Sterbenc, and Administrative Librarian Amy Crump. Absent board members were Ms. Muryn and Ms. Eagle. Claudia Miller, Bibliographic Services Department Head, Diane Gallagher, Patron Services Head, Sarah Gearhart and Inma Leonard from the Youth Department were also present. Recorder of minutes was Sandy Sullivan.

Inma Leonard and Sarah Gearhart from the Youth Department gave a presentation which outlined the success of Have Book Will Travel, HPL's summer reading program. This year an online system for registration and logging books was used. It was well liked by the public and the staff. One of the features of the online system was the ability for participants to write book reviews. There were 1424 children registered. 164 teens registered which is a record for that demographic group. A breakdown of participants by town was shared along with book totals and average numbers of books read by grade level. In addition to reading and reviewing books, readers participated in many of the weekly programs, including Story Hour on the Road, the Animal Awareness program (2 presentations due to demand), and the Car Race Show which was highly attended on one of the hottest days of the summer. The finale for the summer was a picnic at Izaak Walton.

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

Mr. Weiss said one of the comments on the patron comment card stated that our prairie garden at the front entrance is not well kept. This is a prairie garden and should look the way it does. Mr. Barr suggested putting an article about this garden in our quarterly newsletter to educate patrons. Mr. Flor asked if young adults are still using the library. The June statistics showed youth numbers were down but that was just an error in reporting, not actual. Ms. Crump said yes and we are actively encouraging and working on attracting and keeping that group.

**PUBLIC COMMENTS:** None

#### **CONSENT AGENDA**

Mr. Weiss moved, seconded by Mr. Flor, to approve the consent agenda. Roll call vote: Mr. Flor – aye, Mr. Barr – aye, Mr. Weiss – aye, Ms. Sterbenc – aye, Ms. Korajczyk – aye. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

#### **LIBRARIAN'S REPORT**

Ms. Crump went to PLA boot camp and is excited about the strategic planning which will start in January. She shared highlights of some of the information at the sessions she attended. She passed out the book *Expect More: Demanding Better Libraries for Today's Complex World* by R. David Lankes to the board members. She asked board members to bring one name from the community who might be on

the community focus group. A wide range of demographics is desired. We will need about 40-50 community members. Trends were discussed at boot camp.

Ms. Crump spoke about upcoming events: September is library card sign-up month. Ms. Gallagher, Head of Patron Services, presented a project she is working on. The front desk will have three special scanners (purchased by the Friends), where patrons can scan their digital card from their smartphone or digital device. They must have the app on their phone or device.

Banned Book Week is coming up at the end of September. Teen and Library Services will have special programs. Mr. Weiss volunteered to donate a banned books mug he just purchased. Early bird registration ends next Monday for ILA in October. Ms. Crump relayed a request from the Friends for the Board to join the Friends group.

## **COMMITTEE REPORTS**

**Advocacy** – No report.

**Facilities** –No report.

**Finance** – The treasurer’s report was presented by Mr. Flor. For July, we are essentially right on budget. Personnel expenses were slightly under budget as well as several other expense categories. July is typically a slow month. We will take the lighting covers to an aluminum scrap yard and make some money. Our cash balance is \$255,000 below what it was at this time last year. This is not troubling as we had 3 payrolls in July. The report is attached to these minutes.

**Governmental Affairs** - Mr. Barr talked about RAILS. ILL delivery at Burr Ridge will be outsourced in the future. Money is not the issue; RAILS is trying to get better and more modern service. Costs are similar whether it is serviced in-house or outsourced. The major benefit is the updated technology available with the outsourced vendor. There is no hand sorting and is mostly automated and scanned. Insurance and bonding are a part of the negotiations with a new vendor. There is 98% efficiency the vendor says. They deliver pharmaceuticals and for banks. There was an increase in the budget for RAILS with more money from the state. RAILS has about 17 month’s money in reserve.

**Library Resources** – No report.

**Policy** – Ms. Korajczyk said a meeting was held last week. The committee has moved forward up to Chapter 8. They are tackling the banning of patrons issue. The next meeting is Sept 11.

**Personnel** - No report.

**Audit** – Mr. Flor and Mr. Weiss looked at the closed meeting minutes.

**Nominating committee** – No report.

## **OLD BUSINESS**

The AV Equipment project is going well. Space is being created for the new equipment. It should be in next week. Ms. Crump informed the board of Deb Dennison’s suggestion and solution to a hinge issue. Kudos to Ms. Dennison. A mockup was made of the lighting/sign but it has not yet been tried at night.

## NEW BUSINESS

Ms. Miller talked about RFID. She stated the need for a decision very soon. A packet of information was given to board members. It is difficult to get statistics on stolen material as the library is not a retail company. She has a idea that between 14 and 70 items might be lost each month from any library. She got this information through an inquiry on listserv. Currently, only 8 libraries in SWAN use RFID. Ms. Miller's recommendation would be to end RFID but do a smaller project which is to put barcodes on the front of books so they can be easily scanned. Mr. Flor agreed and said RFID is unreliable and expensive. Mr. Barr agreed with Mr. Flor. Ms. Miller added that if RFID were continued, the placement of the security gates would change due to ADA which would be an additional cost to reconfigure. Ms. Crump stated that she came from a library without RFID. The barcode process/project was described by Ms. Miller. Part time staff could be hired. The project would take several months. Mr. Barr does not want professional staff to do the project. Mr. Weiss said we are really discussing two issues: inventory control and security. He feels we need to be sure we have a good handle on our inventory. We will continue to listen for some cost effective security system and perhaps a great system might be invented. Mr. Flor moved, seconded by Mr. Barr, to drop RFID, place barcodes on front of books, and monitor losses with up to \$5,000 provided for materials and staff as needed. Roll call vote: Mr. Flor – aye, Mr. Barr – aye, Mr. Weiss – aye, Ms. Sterbenc – aye, Ms. Korajczyk – aye. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

Ms. Crump shared a second opinion for the heating/cooling system with the board. Murphy & Miller came to evaluate the condition of the VAV boxes. They noticed some problems. Replacing the inside of the VAV boxes was their suggestion. Cost would be \$29,800 for 33 VAV boxes with thermostats if needed at a replacement of around \$800 each. Ideally they say digital controls would be best, just as ARCTIC said. ARCTIC wanted \$55,000 for same and includes new thermostats. Mr. Flor said this could be done with IMET money. Mr. Barr asked is it a band aid or a fix. A true "fix" is \$250,000 which would be a wholly computerized system. This will have to go out for bid. Mr. Barr moved, seconded by Mr. Flor, to table this issue. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

Mr. Barr moved, seconded by Mr. Flor, to approve Ordinance 13-6: Budget and Appropriations for 2013-14. Roll call vote: Mr. Flor – aye, Mr. Barr – aye, Mr. Weiss – aye, Ms. Sterbenc – aye, Ms. Korajczyk – aye. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

Mr. Flor and Mr. Weiss looked at the closed meeting minutes. Action will take place at the next meeting to decide if they will be opened, closed, or destroyed.

Mr. Flor moved, seconded by Mr. Barr, to adopt Resolution 2013A, transferring funds. Mr. Flor noted that this is a journal entry, it doesn't actually move cash. It simply returns a positive cash flow to negative accounts. Roll call vote: Mr. Flor – aye, Mr. Barr – aye, Mr. Weiss – aye, Ms. Sterbenc – aye, Ms. Korajczyk – aye. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

Ms. Crump brought the calendar for 2014 which looks much like previous years with 9 paid holidays. The calendar will be brought back next month which shows both paid and unpaid holidays.

The matter of donations was presented by Ms. Crump. Policy states the board should be notified if we donate to an institution. Ms. Crump brought a flyer she received from a staff member to attend the H-F High School Foundation fundraising golf outing. Mr. Barr moved, seconded by Mr. Flor, to decline sending a staff member to the H-F golf event. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

A tuition assistance request for staff member Kim Nevins was presented by Ms. Crump. Mr. Barr moved, seconded by Mr. Flor, to approve the tuition assistance request. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

Ms. Crump said a patron requested to address the board. Anthony Abdul-Haqq was banned from the library in 2011. He came back in the building recently and was escorted out of the building. The letter he was previously sent banning him had no expiration date for the ban. He has expressed a desire to address the board in September.

Chapter 10, Marketing, Promotion and Collaboration from Standards for Illinois Libraries was reviewed by board members.

Mr. Flor, seconded by Mr. Weiss, to adjourn the meeting at 9:23 p.m. Ayes – 5, Nays – 0, Absent – 2. Motion carried.

**Accepted** \_\_\_\_\_

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**Greg Weiss**  
**Secretary**



**HOMEWOOD PUBLIC LIBRARY  
TREASURER'S REPORT  
AS OF JULY 31, 2013**

Results for the first month of Fiscal Year 2014 are essentially at budget. Personnel expenses in particular are around 2% under budget, and are expected to remain at or near budget for the foreseeable future. A number of expense categories are also under budget but July is a slow month and purchasing is expected to pick up as the year progresses.

July shows a small deficit, one that agrees with budget, due to payment of three payrolls during the month. Ten months include two payrolls which will serve to restore the surplus anticipated for the total year. This July is also well under the surplus reported in July 2012, again due to the payment of three payrolls 7/13 versus two 7/12.

Capital expenditures for July 2013 included payment for the indoor lighting upgrades provided in budget. The amount of \$14,062 is well under the \$19,999 provided.

Cash balances on July 31, 2013 are \$255,631 below last July. This is due to (1) last year's small deficit, which reduced opening cash this year by \$66,396; (2) this July's deficit, an artifact of payroll timing, down \$85,725; and (3) slower collections on property taxes this year by \$113,042 compared to last July. Only item (1) will have a permanent effect on full-year cash and that will be overcome by higher anticipated property tax receipts for the new fiscal year. Balances from prior and forecast current years are as follows (all as of June 30):

Year end Balances:	FY 2012 Actual	FY 2013 Preliminary	FY 2014 Forecast
Minimum Working Capital	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
IMET/Capital Projects	796,020	797,700	765,966
Unassigned Cash	390,187	322,111	327,396
Ending Cash	2,686,207	2,619,811	2,593,362

Respectfully submitted,

Chris Flor  
Treasurer  
August 20, 2013