

**Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
7:00 p.m. –February 20, 2013**

CALL TO ORDER

President Eagle called the meeting to order with a roll call vote at 7:05 p.m. Present for all or part of the meeting were Library Board members Ms. Eagle, Mr. Bouchie, Mr. Weiss, Mr. Barr, and Ms. Regina Davis-Bridges, Administrative Librarian Amy Crump, and Interim Director Dee Delaney. Also present was Diane Gallagher, Head of Circulation Services, and three community members. Recorder of minutes was Sandy Sullivan.

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

The suggestion box comments were generally favorable.

CONSENT AGENDA

Board members perused the minutes from the board meeting of December 19, 2012. Mr. Barr moved, seconded by Mr. Weiss, to accept the board minutes of December 19, 2012. Ayes – 4, Nays - 0. Motion carried.

Board members perused the minutes from the board meeting of January 19, 2013. Mr. Weiss moved, seconded by Mr. Bouchie to accept the board minutes of January 19, 2013. Ayes – 4, Nays - 0. Motion carried.

The Treasurer's report as of January 31, 2013 was included in the board packet. The report was prepared by Mr. Flor who could not attend tonight's meeting. The report stated that financial results for the first seven months of the current fiscal year produced an operating surplus of \$101,617 which is essentially at budget. Revenues to date are \$6,099 over budget due to an unbudgeted receipt of a State of Illinois per-capita grant of \$21,398. Payroll expenses are over budget by \$35,299 due to staffing changes at year-end and an increase in the IMRF retirement plan employer contribution rate. For the full fiscal year, an operating surplus of \$254,457 in the budget should be nearly attainable. Property tax receipts should be very close to remaining budget, while expenses may exceed budget by 2 percent based on performance to date. This surplus more than covers our upcoming \$105,000 bond principal payment and related interest. Budgeted capital expenditures are also within this surplus, although special projects (lighting, meeting room AV, and outdoor signage) would come from existing reserves. The forecast fiscal year-end cash balances of \$2,707,931 are within \$18,000 of budget and \$21,724 over prior fiscal year-end balance. Special capital project expenditures could reduce this balance to around \$2,500,000 which is adequate for future operations. Returns on the Illinois Metropolitan Investment Fund are back on track, exceeding the returns of the relevant bond fund index. These returns, while minimal, are over budget and ahead of last year's January amounts.

Mr. Barr moved, seconded by Mr. Weiss, to accept the treasurer's report. Ayes – 4, Nays – 0. Motion carried.

The annual audit report was discussed. There is nothing of note in the report. Mr. Barr moved, seconded by Mr. Bouchie, to approve the annual audit report. Ayes – 4, Nays – 0. Motion carried.

Mr. Weiss moved, seconded by Ms. Davis-Bridges, to accept the bills payable report as of January 31, 2013. Ayes – 5, Nays – 0. Motion carried.

Ms. Crump discussed the statistical circulation report showing monthly circulation and library connections from July 2012 through January 2013. She stated that we are a little bit ahead of where we were this same time last year. Some other libraries she spoke to said their circs were down, ours were not. Website accesses were up from last month (Jan) possibly because of people receiving new devices for Christmas and accessing our website for digital materials. Mr. Barr moved, seconded by Mr. Weiss, to accept the statistical circulation report for January 31, 2013. Ayes – 5, Nays – 0. Motion carried.

LIBRARIAN'S REPORT

Ms. Crump spoke about the lighting project. Terry Fiorenzo and Deb Dennison will visit three libraries. She feels we may need a general contractor for the project. Ms. Korajczyk said she arranged for someone to come to the library on Friday for a free evaluation. They focus on lighting specifically. The stack area is what we are currently addressing. Dave from Arctic was consulted for the HVAC aspect of the project. He gave Ms. Crump some information. He also said the fan on the roof is vibrating and needs immediate attention. RICOH has been contacted to look at our AV meeting room project. They will come and give us an estimate. Deb Dennison contacted two companies regarding signage. We will compare quotes. A question was brought up regarding the street address: Does the street address have to be added to the street sign or the sign on the building? A light will be added to the building sign.

Ms. Crump went to a meeting of the taxing districts. They will be meeting bi-monthly. She also went to a Village Board meeting. Nothing new to report.

All the new computers are in place and we are finalizing some of the details. This should be finished up tomorrow.

Job descriptions are being worked on by Department Heads in preparation for the Strategic Plan that should be in place July 2014.

New shelving was purchased for the AV area.

Mr. Weiss said that he likes the regular weekly email updates by Ms. Crump. Ms. Eagle agreed. Ms. Crump said she will be the authorized agent per the board's desire. Ginny Landowski was made the authorized agent for the interim period between Ms. Rauch's retirement and Ms. Crump's employment.

COMMITTEE REPORTS

Advocacy – No report.

Facilities – Another walkabout to be set up for May per Mr. Barr.

Finance - No report.

Governmental Affairs - No report.

Library Resources – No report.

Policy – Mr. Bouchie reported that the policy committee will meet March 12 hopefully.

Personnel - No report.

Audit – No report.

Nominating committee – No report.

OLD BUSINESS

Ms. Crump said according to policy, the most senior staff member or one who is appointed by the director is the one in charge in the absence of the director. Does senior mean the longest ranking department head or the longest ranking of any staff member? This should be clarified in the policy and the policy committee will look in to this. The policy does not mention the PIC (shift supervisor) so that should be addressed also.

Ms. Crump gave a report on the continuing saga of the library's credit rating. She said nothing changed with another report run. Ginny Landowski has indicated she wanted to pass this project on. A suggestion was made to have Mr. Barr work on it.

IMRF payments were discussed. Payment in the amount of \$4,617.82 was made as previously discussed at the January board meeting.

Election certification is done for Homewood and East Hazel Crest.

NEW BUSINESS

The library needs to designate a FOIA officer. Previously it was Cindy Rauch, Administrative Librarian. Ms. Crump, current Administrative Librarian will now be the FOIA officer. She is required to take an online course and certification. Mr. Barr moved, seconded by Mr. Weiss, to designate Ms. Crump as our FOIA officer. Ayes – 5, Nays -0. Motion carried.

An all staff in-service will be held on September 13, 2013. The last one was really well received. Ms. Crump will be bringing in a guest speaker as a part of the Strategic Plan. The early part of September is a good time of year as summer reading is over and the school year has not yet fully kicked in. Additionally, Friday is a great day of the week as it is an 8-hour day. Mr. Bouchie moved, seconded by Mr. Barr, to close the library on September 13, 2013 for an all staff in-service. Ayes – 5, Nays – 0. Motion carried.

Ms. Crump said Dave from Arctic said the exhaust fan on the roof is vibrating and ready to go out at any minute and should be replaced immediately. The total cost of that is to not exceed \$13,200. Mr. Weiss asked if this should be bid out. Mr. Barr said it is an emergency repair. Ms. Davis-Bridges moved, seconded by Mr. Weiss to approve an expenditure of no more than \$13,200 for replacement of the roof exhaust fan. Ayes – 5, Nays – 0. Motion carried.

Ms. Crump received a notice from Cook County that an appeal on property taxes from 2010 had been received. The filer of the appeal is Ravisloe L.L.C. Typically we do not pursue any of these appeals if the impact on us is less than \$10,000, as it would not make financial sense. This appeal, if approved by the Cook County Board, would impact the Homewood Library about \$4,600. It was decided, pursuant to

our attorney's advice, to not pursue the appeal. Mr. Bouchie moved, seconded by Mr. Barr to not pursue this appeal. Ayes – 5, Nays – 0. Motion carried.

ADJOURNMENT

Mr. Barr moved, seconded by Ms. Eagle, to adjourn the meeting at 7:54 p.m. Ayes – 5, Nays – 0. Motion carried.

Accepted _____

Murray Barr

Secretary