Homewood Public Library District Board Meeting Regular Meeting Minutes Homewood Library 7:00p.m. –January 16, 2013

CALL TO ORDER

Ms. Korajczyk, in the absence of President Eagle, called the meeting to order at 7:03 p.m. Present for all or part of the meeting were Library Board members Ms. Eagle, Mr. Bouchie, Mr. Weiss, Ms. Korajczyk, Mr. Flor, Mr. Barr, Administrative Librarian Amy Crump, and Interim Director Dee Delaney. Recorder of minutes was Sandy Sullivan.

CONSENT AGENDA

Board members perused the consent agenda. Minutes from the December meeting were also reviewed. As there were corrections that must be made to the minutes, the board wanted to hold approval until the February meeting. Mr. Bouchie moved, seconded by Mr. Barr, to approve the consent agenda without approval of the December minutes. Ayes -5, Nays -0. Motion carried.

LIBRARIAN'S REPORT

Interim Director Ms. Delaney introduced Amy Crump, the new Administrative Librarian. Ms. Delaney reported that the Friends Open House went very well on January 4th. It was catered and delicious. The Open House for Ms. Rauch was held on Sunday, January 6th and was very well attended. Presentations and speeches were made. It was announced that the Storytelling room will now be the Rauch Reading Room. A mosaic will be made to be placed outside the room. Ms. Korajczyk asked if the board would be interested in helping pay an honorarium to the artist who designed and will create the mosaic. The board members were in agreement. Ms. Delaney reported that the new computers have been ordered. The past few weeks there have been issues with the library's heating system and a serviceman was tweaking things. Mr. Barr commented that he thought the system contained automatic sensors. Ms. Delaney replied that they don't seem to be working. The AWE computers (early learning station computers) were installed last Friday. These computers are preloaded with programs for different age levels. They are getting a lot of use. The Friends paid for these. Job descriptions and employee information was distributed to the staff at last Thursday's staff meeting. A letter was sent from the Village of Homewood regarding TIF meetings. The letter invites the board members to attend meetings with the Village. February 14th marks the 23rdanniversary of the current library building. Ms. Delaney said the staff will celebrate that day with a potluck luncheon from 12 - 2 p.m. Ms. Delaney commented that the library logo sweaters are being worn by many staff members. She thanked the board for their contribution. Ms. Crump discussed the stats as given to her by Susan DeYoung. She passed them around to the board members. She likes having statistics available each month.

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

Comments were passed around. One comment was about the need for a copy machine on the second floor. All other comment slips were generally positive.

COMMITTEE REPORTS

Advocacy – Mr. Weiss said he did not connect with person in Pennsylvania as planned.

Facilities –Mr. Barr discussed the need for lighting replacement. Perhaps Ms. Crump can investigate grants for this project. The current lighting dates from 23 years ago. There is so much time spent just keeping them working and some lights are being held in very tenuously. Perhaps we could look at LED lighting. At the same time the lights are being replaced, the heating ducts can be rearranged. This is a large undertaking. We have money in the capital expenditure fund. Mr. Barr stressed that this is a priority. We will need to obtain two different bids; one for lights, one for heating ducts. The facilities committee consists of Mr. Bouchie, Mr. Flor, and Mr. Barr. Mr. Flor commented that the Flossmoor Public Library is very well lit and Ms. Crump could look there. The other project to be investigated is the old AV setup in the meeting room. Currently we have a rear projector which results in a poor use of space. The purchase of a smart board was discussed also. Mr. Weiss has a lot of expertise in this area and would be a good resource. The final facilities project is the outside signage. We should have a light on the sign on the building and an address on the sign near the street. Discussion took place regarding investigating digital/LED signage.

Finance - Mr. Flor discussed finances. He reported that all are in good shape and expenditures are as expected and budgeted. Mr. Flor explained to Ms. Crump the reports that Ginny does each month. He also explained the cash flow report that he creates. He also discussed the audit report. There were three areas mentioned in the report: adjustment to personnel for vacation accrual, doing more accrual accounting, and presenting our data in the manner that the auditors would like, however Mr. Flor said we do not have or use the software to do this. The audit report will be approved at the next board meeting.

Governmental Affairs - Ms. Korajczyk reported that newly elected state representative Napoleon Harris is now running for Jesse Jackson's seat in Congress. We will not contact Mr. Harris for a meet and greet until the election is over and we see if he is still our state representative

Library Resources – No report.

Policy – Mr. Bouchie reported that the policy committee is still meeting regularly. Another meeting will be scheduled in a month or so. Currently the committee is about 40 -50% through the policy manual. Mr. Barr suggested that a new policy be created designating who is in charge in the administrative librarian's absence.

Personnel - No report.

Audit – To be approved at the February meeting.

Nominating committee – No report.

NEW BUSINESS

The Friends and the Library Board will be paying for the artwork honoring Cindy Rauch. The Friends will be paying up to \$800 for a wall hanging. Also a mosaic is going to be done by the same artist who is creating the wall hanging. The Board would like to contribute toward this. Ms. Eagle said she will discuss it with the Friends who will be discussing it at their meeting in January. Mr. Weiss brought up the possibility of commissioning public art in our facility to honor Cindy. He learned that this is an expensive undertaking to do which involves a RFP (request for proposal). This discussion was before the Rauch Reading Room mosaic was designed. Mr. Flor suggests that another piece of art is not necessary as it is anti-climatic at this point. Mr. Bouchie agreed with Mr. Flor, as long as the mosaic is carried through, it is sufficient. Mr. Korajczyk said if we are doing this, then the Board could pay for the entire mosaic and the wall hanging could be paid for by the Friends. Mr. Weiss said that is fine but what

about something in another area of the library, possibly another mosaic that would integrate well. Mr. Barr said he would like to pay 100% of mosaic but what about other art work by local artists. General consensus is that an additional piece of artwork honoring Cindy Rauch will not be commissioned/purchased and the mosaic will be the honoring piece. The Board agreed to look into purchasing art for the building or promoting rotating art exhibits by local artists. Mr. Flor moved, second by Ms. Korajczyk to authorize the reimbursement for the purchase of materials up to \$1500 for the mosaic for the Rauch Reading Room. Ayes – 5, Nays – 0, Abstention – 1. Motion carried.

At 8:55 p.m. Mr. Barr moved, seconded by Ms. Korajczyk, to move into executive session for the purpose of discussing employment of Library Interim Director, in accordance with section 2(c) of the Illinois Open Meetings Act. Roll call vote: Mr. Bouchie – aye, Mr. Barr – aye, Ms. Eagle - aye, Mr. Flor – aye, Ms. Korajczyk – aye, Mr. Weiss – aye. 6 ayes, 0 nays. Motion carried.

The Board returned to open session at 9:07 p.m.

Mr. Barr moved, seconded by Mr. Weiss to continue Ms. Dee Delaney's services as Interim Director until the end of the pay period ending February 23, 2013. Roll call vote: Mr. Bouchie – aye, Mr. Barr – aye, Ms. Eagle - aye, Mr. Flor – aye, Ms. Korajczyk – aye, Mr. Weiss – aye. 6 ayes, 0 nays. Motion carried.

OLD BUSINESS -

A payment to IMRF should have been made as approved at December meeting. Approximately \$4700 was approved at the last meeting for underpayment of one individual recipient. Ms. Crump will check to see if it was sent.

The Equifax situation was explained to Ms. Crump. All the information about the Homewood Public Library District at Equifax was wrong. Mr. Barr said we wrote them a letter telling them all our information was wrong. They wrote us back and said it is all fixed now. We have no way of knowing if it truly was corrected. Mr. Crump will follow up and request a credit report.

ADJOURNMENT

Mr. Flor moved, seconded by Ms. Eagle, to adjourn the meeting at 9:20 p.m.

Accepted	 	
	Murray Barr	
	Secretary	