

**Homewood Public Library District Board Meeting  
Regular Meeting Minutes  
Homewood Public Library District  
7:00 p.m. - June 19, 2013**

**CALL TO ORDER**

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. Amy Eagle, Mr. Greg Weiss, Ms. Lisa Korajczyk, Mr. Chris Flor, Ms. Sarah Sterbenc, Ms. Jennifer Mury, and Administrative Librarian Amy Crump. Ms. Deb Dennison, Administrative Assistant for the Library, Ms. Diane Gallagher, Circulation Department Head, and Ms. Ginny Landowski, Business Office Manager, were also present. Recorder of minutes was Sandy Sullivan.

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

Patron comments were reviewed by the board members. Several of the patron comments questioned why the library was not having an adult summer reading program. Ms. Crump said that we are, it is just different this year. Patrons will no longer submit a list of books. This year we want to encourage the patrons to familiarize themselves with the different areas of the library and the library webpage. The library duck must be found somewhere in the library and somewhere on the webpage. They are in a different location each week. Patrons can write down both locations on entry slips and be eligible for a drawing of one kindle per week. Ms. Gallagher commented that on summer reading sign-up day, there was no Library Services staff person in the meeting room. Youth Services staff were notifying adults about the adult reading program. Perhaps next year, Library Services should have a table at sign up day. Mr. Weiss agreed with the patron suggestion of putting shelves in the bathroom was a good one. Perhaps hooks could be installed where backpacks and bags could be hung. Ms. Dennison said she and Terry Fiorenzo will look into the situation and see what can be done. Another patron said that he did not like the Wall Street Journal being moved upstairs.

Ms. Crump reported that the League of Women Voters sent a beautiful flower arrangement to the library as a thank you for using the library.

Ms. Crump read a thank-you note from the ILA for being an institutional member. The letter also said that increased funding for libraries has been approved by the state legislature.

Ms. Gallagher shared the military star program with the board. Just before Memorial Day, circulation staff asked patrons if they would like to fill out a star of remembrance for those in military. The stars were then posted and displayed behind the circulation desk. It was very much appreciated by everyone.

Ms. Crump said we will have an entry in the Homewood Fourth of July parade. Staff will be riding in a truck with a banner that says "Homewood Public Library, Celebrate Your

Freedom to Read.” The staff riding in the truck will be holding giant books that they will be pretending to read.

Ms. Crump said the ALA annual conference is next week in Chicago. The ILA annual conference is Oct 15-17 at Navy Pier. At ILA, there is a whole day dedicated to trustees which includes a luncheon. Ms. Muryn said she would like a list of URL’s for important library associations/websites. Ms. Crump said she will email it to all board members.

Ms. Crump said she intends to have a strategic planning session with the goal of having it in place by July 2014. She researched professional consultants and learned they are very expensive. She went to the Friends to inquire about obtaining some funding from them, however they were reluctant saying this is not really how they spend their money. Consequently, Ms. Crump will attend Strategic Planning for Results Boot Camp offered by PLA in Nashville, Tennessee this August. This will be a refresher for her after which she will feel comfortable writing the actual strategic plan. She will then find a facilitator for the community part of the process. Staff members, community members, and board members will all be involved and this part of the process will take about four months. The community members will be by invitation only.

**PUBLIC COMMENTS:** None

#### **CONSENT AGENDA**

Ms. Muryn moved, seconded by Mr. Weiss, to accept the consent agenda. 6 ayes, 0 nays. Motion carried.

#### **LIBRARIAN’S REPORT**

Ms. Crump discussed the status of the lighting project. The estimated delivery date has passed with no delivery. Terry Fiorenzo called and was told they are still in production. The good news is that there was a slight miscalculation on the number that we need. We actually need less than estimated so our final bill will be slightly lower.

Ms. Crump asked Ms. Dennison to bring the board up to date with the brick path project. Ms. Dennison said she met with a paver and chose a brick to match as best as possible. The new path will be ADA compliant. She also said that two timers are installed now; one for the lights in the parking lot and one for the lobby lights.

Ms. Crump discussed a request from Flossmoor Public Library to waive the computer usage fee for our computers for Flossmoor cardholders for a short time in August while they are closed. We will honor this.

After many months of looking, Ms. Crump said she has decided on Paychex as a provider for a new timekeeping system which will flow into our payroll system. She would like it to be in place in July. Mr. Flor asked if it was a time clock? Ms. Crump answered yes, that it is timekeeping software. Mr. Weiss said in Virginia, some school systems have teachers punch in on their computers. Mr. Weiss asked what if staff is needed to assist a patron before they’ve even punched in and they can’t punch in on time. Ms. Crump said the flexibility for staff schedules is still in place, with the use of

rules/exceptions within the software. If a staff member works from home, they can punch in from their home computer. This won't affect how the staff currently works; it will just be one added step that staff will have to do. Mr. Weiss asked if there has been a need for this, from the staff perspective. Ms. Gallagher commented that the scheduling piece being connected to payroll is valuable and as a staff member you can check your vacation time, sick time, print another W-2 if you need to, etc. Ms. Muryn said it sounds efficient and she would like to make the process as easy and streamlined as possible. Mr. Weiss responded that the software system sounds good and this is coming from someone who was resistant to the idea. Mr. Flor wondered about the upload process at payroll time. Ms. Gallagher replied that the department heads will verify and review the hours before the payroll gets run. Mr. Flor said he just wanted to be sure it gets checked and it sounds like a smart system as long as it gets verified. Ms. Korajczyk said now librarians can do librarian work. Ms. Crump added that another feature of the system is that we can see who is in the building at any given time.

Ms. Crump talked about the staff and board "book challenge" program. This was explained to the staff at the last staff meeting. The program will run from July 1 – December 31 this year. Ms. Muryn said she likes coming to the library and seeing a "staff picks" section as it helps her in choosing books and she doesn't have to search really hard if she sees staff suggestions.

Ms. Crump said staff will start wearing lanyards by the end of July. They will not have individual staff names on them, only Homewood Public Library. At the last staff meeting, the overwhelming response by staff was to not have names on the tags.

Fire extinguisher training has been given to all staff members by Jimmy Thomas, one of our security staff. The plan for the future is to have bomb threat training, fire drill training, tornado training, hopefully by the end of year.

Summer reading on line registration and recording began June 1. Evanced is the software package that we are using. There is a lot less paper and the patrons really like it. The numbers are outstanding. So far, 1237 kids are registered. Last year it was 721. Mr. Weiss wondered about the dilly bar mess outside in front of the library on registration day. Ms. Crump responded that care will be taken next year (and from now on) to hose the sidewalk down several times on the day that dilly bars are distributed.

## **COMMITTEE REPORTS**

Advocacy – No report.

Facilities – No report.

Finance - The treasurer's report was presented by Mr. Flor. The proposed budget will be ready at the July meeting. We have received 98% collection from the county for the current fiscal year. We do have our new levy from the clerk for the upcoming fiscal year. It shows an increase which is a surprise but evaluations are down about 10% this year and 20% from the previous year. Our rate went up but there was a question as to whether there is a limiting rate. Mr. Vaselopoulos will be contacted for an answer to the

limiting rate question. A date needs to be set for the public hearing of the budget which has to be made available for review by the public.

Governmental Affairs - No report.

Library Resources – No report.

Policy – No report.

Personnel - No report.

Audit - No report

Nominating committee – no report

### **OLD BUSINESS:**

Ms Crump discussed the Sound & Vision AV proposal. The proposal was discussed thoroughly at the last meeting. The contract was revised to show that sales tax was not included, the deposit was changed to half down and the remaining half at completion, and the warranties were listed. Thanks to Ms. Dennison for her work in gathering the information.

Ms. Korajczyk moved, seconded by Ms. Muryn, to accept the AV contract from Sound & Vision in the amount of \$17,985.25. Roll call vote: Mr. Flor – aye, Ms. Sterbenc – aye, Ms. Muryn – aye, Mr. Weiss – aye, Ms. Korajczyk – aye, Ms. Eagle – aye. 6 Ayes, 0 Nays. Motion carried.

Discussion about the signage on our building was continued from the previous meetings. Mr. Weiss had suggested illuminating our Homewood Library sign on the building. Ms. Dennison drove to five other libraries to check their signage. All five were different. She then went to Helsel-Jepperson to look at overhanging fixtures. Pictures of one very nice fixture was shared with the board. Mesh can be placed over the bulbs. A regular bulb or spotlight bulb can be used. We would need at least 4 lights as our sign is about 20 feet across. The electricians gave a quote of \$950 for the wiring. The lights themselves should be no more than \$500. A grand total would be about \$1500.

Mr. Flor moved, seconded by Ms. Korajczyk, to approve the purchases of lighting not to exceed \$1500. Roll call vote: Mr. Flor – aye, Ms. Sterbenc – aye, Ms. Muryn – aye, Mr. Weiss – aye, Ms. Korajczyk – aye, Ms. Eagle – aye. 6 Ayes, 0 Nays. Motion carried.

### **NEW BUSINESS**

Ms. Eagle passed out the list of the board subcommittees for the upcoming year. She tried to honor each board member's request for placement on committees. There are seven committees and each person serves on three and is a chairperson of one.

Mr. Flor moved, seconded by Mr. Weiss, to approve Ordinance No. 13-2, an ordinance authorizing levy of an additional tax for the maintenance, repairs, and alteration of the library building and equipment. Roll call vote: Mr. Flor – aye, Ms. Sterbenc – aye, Ms.

Muryn – aye, Mr. Weiss – aye, Ms. Korajczyk – aye, Ms. Eagle – aye. 6 Ayes, 0 Nays. Motion carried.

Ms. Korajczyk moved, seconded by Ms. Sterbenc, to approve Ordinance No. 13-3, an ordinance setting the regular meetings of the Homewood Public Library District, Cook County, Illinois for the fiscal year 2013-14. 6 Ayes, 0 Nays. Motion carried.

Mr. Weiss moved, seconded by Ms. Muryn, to approve Ordinance 13-4, an ordinance of the Homewood Public Library District, Cook County, Illinois ascertaining the prevailing rate of wages for laborers, workmen and mechanics employed on public works of said district. 6 Ayes, 0 Nays. Motion carried.

Ms. Gallagher shared information about a problem with a patron. This patron doesn't have full mental capacity. He wrote some disturbing things on newspapers, including the words rape, police, and references to dying. These newspapers were brought downstairs by one of the staff members. Our security staff talked to the gentleman. Security thought this person could be dangerous and recommended to Ms. Gallagher that she contact the police. When police were called, the young man did not go peacefully and he had to be handcuffed. Just at this time his father came to pick him up. The parents are mortified. The young man is getting the psychiatric help he needs now and the police recommended that he not be allowed to come back into library again. According to the parents, the young man's meds were off. Mr. Weiss asked if this is a young man who spends a lot of times at our library. Ms. Gallagher answered yes, he is here for a long period of time. His father drops him off. Mr. Weiss said this is an issue then because he is here quite a bit. Ms. Muryn said she would not be comfortable with her daughter being here with a person who is writing those kinds of things on paper. Ms. Crump indicated that she feels sorry for the individual but the safety of all the patrons is the utmost concern. Ms. Crump requested an indication from the board if they wanted her to start the process of prohibiting the patron from using the library. Ms. Korajczyk said she thinks we cannot ban someone permanently. Ms. Crump said she will ask our attorney. Mr. Flor stated that staff should just act to call the police if they feel or see that something is not right. The board authorized Ms. Crump to act on this, after consulting with the library's attorney.

Mr. Flor moved, seconded by Ms. Korajczyk, to adjourn the meeting at 9:10 p.m. 6 Ayes, 0 Nays. Motion carried.

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

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**Greg Weiss**  
**Secretary**