

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, February 15th, 2023
7:00 p.m.

Call to order

The meeting was called to order at 7:04 pm. **Present:** Trustees River, Ward, Gildart, Nowak, Uecker and Director Waltman. **Absent:** Trustees Harris (hospitalized) and Martin.

Introduction of Guests

There were no guests.

Public Comments

There was no public comment.

Comment Sheets

There was some discussion of the single comment sheet. Director Waltman said she would follow up with staff to get more information.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, January 18, 2023
- Acceptance of the Financial Reports of January, 2023
- Approval of the General Fund Check Registers dated 1/18/2023 and 2/2/2023
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments January 2023
- Balance sheet as of January 2023
- FY 2022-2023 YTD Actual vs. Budget

Acceptance of the 2023 Statistical Reports

Trustee Nowak noted that at the previous meeting he stated tax services would be provided for seniors at the Irwin Center. However, the service is in fact for anyone of any age. He asked that the minutes reflect that correction. Trustee River motioned and Trustee Gildart seconded to approve the consent agenda with the aforementioned change to the minutes as noted. **Roll call vote – Ayes:** Ward, River, Nowak, Uecker, Gildart. **Nays:** None. Motion carried.

Old Business

- Audit presentation (action)

There was no presentation nor action. The auditor will present at the March, 2023 meeting.

- Staff birthday gifts (action)

After some discussion as to what might be an appropriate amount for a birthday gift card for staff to show staff the Board's appreciation. It was agreed that \$20 would be the amount, increased from the current \$5 . Trustee Ward motioned and Trustee Nowak seconded a \$20 birthday gift card for staff recognizing each staff member's birthday each year. **Roll call vote – Ayes:** Ward, River, Nowak, Uecker, Gildart. **Nays:** None. Motion carried.

New Business

- Prairie Moon Catalog/landscaping (action)

There was some discussion about our landscaping plans moving forward. It was agreed Director Waltman should reach out to Nancy Kreith to follow up and report back/share with the Board Nancy's thoughts and plans. No action was taken.

- Referendum discussion (action)

A Homewood-Flossmoor Chronicle article about a forthcoming referendum for Thornton Township was shared with the Board, which was shared by Trustee Ward. Specifically, the referendum addresses possible funding and planned services related to mental health facilities and services for persons with developmental disabilities and/or substance abuse disorders. It was agreed by all these are needed and valuable services. The article was also shared and discussed with library managers who also agreed about the need for such services and that HPL staff would be glad to partner with participating organizations if/when funding is available. The Board discussed keeping this in mind if the referendum passes as a potential funding source to help with some of the related issues that take place in the library. No action was taken.

- Director's Retreat(action)

Director Waltman shared information about the ATLAS Director's Retreat taking place the weekend of March 25 and 26. The \$250 cost includes 2 nights in a Rockford hotel, 3 meals and 3 sessions, including "How to Empower Your Staff for Success", "Overcoming Stress and Anxiety During These Challenging Times", and a tai chi session with Sue Michaelsen.

Trustee Ward motioned and Trustee Nowak seconded approval for the funds for Director Waltman to attend this event. **Roll call vote – Ayes:** Ward, River, Nowak, Uecker, Gildart. **Nays:** None. Motion carried.

- Incidents and safety (action)

Included in the Director's report was detailed information about two incidents that took place in and outside the library that required police presence, as well as additional concerns about possible safety issues. The information obtained from the related police reports was discussed as well as other actions taken to diffuse future situations and actions taken to assist staff with related concerns. As of the date of the meeting follow-up with the Homewood Police had been sought but not responded to. Director Waltman will continue to pursue follow-up with the Homewood Police to include discussing regular police walks through the library and other possible safety measures and will continue to discuss additional safety measures and concerns with managers and staff and union representation at an upcoming meeting. It should be noted patron and staff safety are of the utmost concern to all parties.

Director's Report

- Check washing precautions
- Staffing (new hires)
- Carpeting RFP continued
- Lighting continued
- Incidents
- Per capita and Illinet Interlibrary Loan reports
- Annual Tax exempt affidavit
- Cameras
- FOHL event Monday, February 27 @ 6:30

Director Waltman also shared the thank you note from staff retiree Lynn DiMaggio and a current update on the parking lot lights and the security system, as well as the date/time for the upcoming LMM (Labor Management Meeting).

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

Other Discussion

Trustee River asked if Trustee attendance could be added to the next agenda for discussion and all agreed it should be discussed and added.

Trustee River also asked about the possibility of having book receipt printers that offer a "no receipt" option. Director Waltman said she would follow up with IT staff, Mike Byrne.

Adjournment

Trustee River motioned to adjourn the meeting at 7:49 and Trustee Uecker seconded. All present voted aye. Motion carried.