

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, July 19th, 2023
7:00 p.m.

Call to order

The meeting was called to order at 7:03 p.m. **Present:** Trustees River, Ward, Gildart, Nowak, Popelka, Cutshall and Greep, and Director Waltman. **Absent:** None. Also present: Homewood resident and former Homewood Public Library Director, Amy Crump.

Introduction of Guests

Homewood resident and former Homewood Public Library Director Amy Crump introduced herself.

Public Comments

Ms. Crump stated she just wanted to hear what was going on.

Comment Sheets

Trustees commented on the positive comments received about the spa program.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, June 21, 2023
- Acceptance of the Financial Reports of June, 2023
- Approval of the General Fund Check Registers and ACH payments dated 6/21/2023, 6/27/2023 and 7/5/2023
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments June 2023
- Balance sheet as of June 2023
- FY 2022-2023 YTD Actual vs. Budget

Acceptance of the 2023 Statistical Reports

Trustee Ward pointed out that the portion of the minutes discussing the non-resident fee should state Grande Prairie **Public** Library as opposed to Grande Prairie Library as presented. This was noted and a motion to approve the Consent Agenda with the noted minutes correction was made by Trustee River and seconded by Trustee Nowak. **Ayes:** Trustees River, Ward, Gildart, Nowak, Popelka, Cutshall and Greep. **Nays:** None. Motion carried.

Old Business

- Closing Procedures revisited (action)

Director Waltman let the Board know the door signage had been updated to reflect the doors locking at 15 minutes prior to the official closing time. There were no questions and there was no action.

- Meeting Room Policies, Possible committee formation and meeting date (action)

There was discussion of the meeting room policies. Trustee Greep shared her opinions and proposals for changes, as stated in the document she sent that was shared with the Trustees. Director Waltman shared that she had discussed Trustee Greep's proposals with the managers and shared a document with the Trustees with a counter proposal for changes to the meeting room policies. The counter proposal included:

- Allowing groups to use both the Meeting Room and the MPR up to 6 times/year instead of 4.
- MPR advance reservations changed from no further than 14 days out to now no further than one month out
- Meeting Room advance reservations changed from no further than 2 months out to now no further than 3 months out

Some Trustees expressed additional concerns about making changes to the Meeting Room policy at this time based on concerns expressed previously by Director Waltman about the negative impact increased outside group use of the rooms may have on programming.

Trustee Cutshall motioned and Trustee Nowak seconded approval of the outlined counter proposal as presented by Director Waltman. **Ayes:** Trustees River, Gildart, Nowak, Popelka, Cutshall and Greep. **Nays:** Trustee Ward. Motion carried.

- Landscaping, Possible committee formation and meeting date (action)

Thanks was expressed to Trustee Ward for having the tree in front taken care of. Additionally, Director Waltman let the Trustees know that she had reached out to Haggerty Landscaping, a company that is self-described as a "boutique company" and maintains the Flossmoor Public Library landscaping, would be coming on site within the week to look at the property and meet with Director Waltman. It was agreed no action would take place until after that meeting and Director Waltman would report back at the next meeting.

- Agenda format, additional public comment (action)

Trustee River motioned and Trustee Ward seconded adding an additional "public comment" item at the end of each meeting. All present voted aye.

Closed Session

Executive Session for the purposes of discussing, "The appointment, employment, compensation, discipline, performance of or dismissal of specific employees of or legal counsel of the public body" (5 ILCS 120/2 (c) (1))

Trustee River motioned and Trustee Gildart seconded to go into closed session at 7:41 pm. All present voted aye.

At this time the meeting guest exited the room. Director Waltman let Board President River know that she could move the meeting back into open session if she preferred.

At 7:42 pm Trustee River motioned and Trustee Gildart seconded exiting closed session. All present voted aye.

Director Waltman exited the meeting at 7:44 pm.

The Board proceeded to discuss Director Waltman's evaluation and her raise.

At 8:09 pm Director Waltman and the meeting guest rejoined the meeting.

- Potential motion on closed session discussion, Director Evaluation (action)

The board shared some positive feedback with Director Waltman and indicated something in writing would be forthcoming.

Trustee River motioned and Trustee Ward seconded a 5% raise for Director Waltman, retroactive to July 1, 2023. **Ayes:** Trustees River, Ward, Gildart, Nowak, Popelka, Cutshall and Greep. **Nays:** None. Motion carried.

New Business

- Ordinance 2023-05 Ordinance Authorizing Levy of an Additional Tax For The Maintenance, Repairs and Alteration of The Library Building and Equipment (action)

There was some discussion of the presented Ordinance. For the benefit of the new Trustees Director Waltman mentioned that it was fairly boiler plate and something we do each year. She pointed out that there are no specific numbers listed in it as compared to the Levy Ordinance which is done later in the year and has much more effect on the overall funding received.

Trustee Cutshall motioned and Trustee Popelka seconded approval of Ordinance 2023-05 as presented. **Ayes:** Trustees River, Ward, Gildart, Nowak, Popelka, Cutshall and Greep. **Nays:** None. Motion carried.

- Motion to approve General Fund Transfers as recommended (action)

In the Director's report Director Waltman outlined for the Trustees the recommendation from the accountant to make some changes to several levy funds. The report explained these changes are needed "in order to make up deficiencies in those funds from spending that occurred during Fiscal Year 2022-2023 and previous years of deficit balances in those funds." Director Waltman also pointed out the recommended motion had been vetted and approved by the library legal firm, and would be a one-time change. She also pointed out that money on the general fund can be used for any purpose, but making this move would better represent the actual use of money in each fund. Additionally, this recommendation is in no way an area of concern about funds but simply a way to get the account funds represented more accurately.

Trustee Popelka motioned and Trustee Cutshall seconded the following motion, "I move that \$100,000 be moved from the General Fund to the Building & Site/Maintenance Fund, \$10,000 from the General Fund to the Liability Insurance Fund, and \$1,000 from the General Fund to the Audit Fund in order to make up deficiencies in those funds from spending that occurred during Fiscal Year 2022-2023 and previous years of deficit balances in those funds." **Ayes:** Trustees River, Ward, Gildart, Nowak, Popelka, Cutshall and Greep. **Nays:** None. Motion carried.

- Budget and Appropriation Ordinance Hearing Date (action)

Director Waltman pointed the Trustees to the document she prepared listing the legal deadline dates and recommended meeting discussion and approval dates, and required publications dates for the Budget and Appropriations Ordinance and the Levy Ordinance. She recommended a Budget and Appropriations Ordinance hearing date of September 20th just prior to the regular meeting date and stated she would have a tentative Budget and Appropriations Ordinance for review at the next meeting.

Trustee River motioned and Trustee Gildart seconded the recommended date of September 20th at 6:45 pm for the Budget and Appropriations Ordinance hearing. All present voted aye. Motion carried.

Director's Report

- Carpeting continued
- IPLAR in progress
- Audit in progress
- HVAC continued
- Budget and Levy in progress
- Community Survey continued
- Landscaping/Grounds continued
- All Staff Meeting
- Notary Service Forthcoming
- Summer Reading Finale

Director Waltman mentioned an upcoming meeting with the carpeting company, the moving company and the consultant to finalize details as much as possible. She also mentioned an all staff meeting coming up at which the carpeting project, PIC information, safety information from the Homewood Police Department, community survey and notary service plans would all be shared and discussed. Director Waltman also shared several upcoming planned days off in July, August and September.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

Other Discussion

None.

Additional Public Comment:

Ms. Crump asked about her e-mail to the Trustees regarding the closing time. The Board agreed there would be no change and that a survey had just been done. Ms. Crump expressed thanks for the outdoor signage updating the closing and door locking times.

Adjournment

Trustee River motioned and Trustee Ward seconded adjourning the meeting at 8:30 pm. All present voted aye. Meeting adjourned.