

**MEETING MINUTES**  
**HOMEWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, September 20th, 2023**  
**7:00 p.m.**

**Call to order**

President River called the meeting to order at 7:01 pm. **Present:** Trustees River, Ward, Gildart, Popelka, Nowak and Cutshall and Library Director Waltman. **Absent:** Trustee Greep.

**Introduction of Guests**

There were no guests present.

**Public Comments**

There was no public comment.

**Comment Sheets**

There were just a few, generally positive, comment sheets. Home School group meetings and snacks and wanting more computers available during the carpeting project were also mentioned.

**CONSENT AGENDA (Action with Roll Call Vote)**

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, August 16, 2023
- Acceptance of the Financial Reports of August, 2023
- Approval of the General Fund Check Registers and ACH payments dated 8/16/2023, 8/30/2023, and 9/13/2023
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments August 2023
- Balance sheet as of August 2023
- FY 2022-2023 YTD Actual vs. Budget

Acceptance of the 2023 Statistical Reports

Trustee River motioned to approve the consent agenda as presented and Trustee Nowak seconded. Roll call vote - **Ayes:** River, Nowak, Ward, Gildart, Popelka, Cutshall. **Nays:** None. Motion carried.

**Old Business**

- Carpeting Project update

Director Waltman stated the project has been completed, without incident and to the satisfaction of all. It was an intense almost three weeks but staff was great about being

flexible, getting their space ready and working to still help patrons with limited access to some resources.

- Ordinance 2023-06 Ordinance Providing For Budget and Appropriations of Homewood Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2023 and ending June 30, 2024 (action)

Trustee River motioned to approve Ordinance 2023 - 06 as presented. Trustee Ward seconded. Roll call vote - **Ayes:** River, Nowak, Ward, Gildart, Popelka, Cutshall. **Nays:** None. Motion carried.

- Makery offerings to non-residents (action)

There was some discussion about the various options presented for offering Makery Services to non-residents, which included punch cards for 5, 10 or 20 Makery visits for varying fees, for individuals with library cards in good standing from other libraries. There was some discussion about offering one time visit options, which may be revisited in the future.

Trustee Cutshall motioned and Trustee Gildart seconded the offering of Makery services to non-residents as presented. All present voted aye. Motion carried. Director Waltman will work with staff to get procedures for this service in place.

#### 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) )

- Director Performance Feedback

There was no closed session. Director Waltman left the meeting at 7:22 and re-entered at 7:29. President River said there would be an e-mail forthcoming to Director Waltman with her final review.

#### **New Business**

- Days Closed 2024 (action)

The Board reviewed the Days Closed and noted a couple dates listed as "2023" that should have said "2024" for the year. Trustee Cutshall motioned and Trustee Popelka seconded approval of the dates closed as presented with the correction of changing the incorrect 2023 dates to 2024. All present voted aye. Motion carried.

- 2024 Anniversary – grand "reopening"

There was a brief discussion of the fact that 2024 represents a 100 year anniversary for the library. Director Waltman mentioned staff interest in doing some kind of "Roaring 20s" event/celebration for the anniversary. Ideas are still being discussed.

## **Director's Report**

- Carpeting continued
- First Amendment Audit documents
- Budget and Appropriations Ordinance for review, public Hearing published
- Landscaping/Grounds continued
- Positions filled
- Programming coordination
- Staff sexual harassment training

The Board was also informed that the library chat has been disabled as all of the recent bomb threats to libraries have come through that channel. Director Waltman also shared that now that the carpeting project is over the work with staff on fleshing out the results of the community survey would resume. During the discussion regarding the recent increase in first amendment audits Director Waltman was asked to reach out to the library attorney about what, if any, rights to privacy patrons and staff have if an individual doing an audit comes to the building.

## **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

There were no committee reports.

## **Other Discussion**

Prior to the meeting Trustee Nowak shared a newspaper article with all Trustees about a recent case of library embezzlement. This was discussed briefly. Director Waltman shared the various checks and balances HPL has in place to safeguard the library funds. There are numerous individuals looking at the financial transactions regularly. These include the Business Office Manager, the Library Director, the Board President and Treasurer who sign off on the bills twice monthly, the accountant who comes in monthly and reviews all financial transactions and the auditor who evaluates the library financials annually, and presents these findings to the Board and creates a letter to the Board about these findings, does a presentation to the Board about the findings and creates a document which gets posted on the library web site for public review.

## **Public Comment**

There was no public comment.

## **Adjournment**

Trustee Cutshall motioned to adjourn at 7:55 pm and Trustee Popelka seconded. All present voted aye. Meeting adjourned.