

**MEETING MINUTES
HOMWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, April 20, 2022**

7:30 P.M. *** Note time change, approved at March, 2022 meeting and posted in accordance with OMA

Call to order

President River called the meeting to order at 7:32 p.m. **Present:** Trustees Gildart, Nowak, Uecker, Ward and River and Library Director Waltman. **Absent:** Trustees Harris and Martin.

Introduction of Guests

There were no guests present.

Public Comments

There was no public comment.

Comment Sheets

The comment sheets were positive and complimentary.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, March 16, 2022

Acceptance of the Financial Reports of March, 2022

- Approval of the General Fund Check Registers dated March 16, 2022 and March 30, 2022 and April 30, 2022
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments March 2022
- Balance sheet as of March 2022
- FY 2021-2022 YTD Actual vs. Budget

Acceptance of the March, 2022 Statistical Reports (no report this month, will be included in with next month's reports)

Trustee Uecker motioned to approve the Consent Agenda as presented and Trustee Ward seconded. Ayes: Gildart, Nowak, River, Uecker, Ward. Nays: None. Motion carried.

New Business

- Landscaping/Grounds proposals (action)

There was discussion of the various companies that submitted landscaping proposals. There was displeasure expressed by several Trustees at the work done the previous year, as well as concern regarding the outlined pricing.

Trustee Ward shared information about a local company possibly interested in doing the work. Additionally, there was interest expressed by Trustees Gildart, River and Ward in meeting separately to discuss the grounds and "green" needs. A meeting was set for Tuesday, April 26th at 9:30 a.m. to include Director Waltman and Maintenance Technician, Gerald Tibbs, as well as Trustees Ward and River to discuss grounds needs and develop a plan.

Trustee Ward motioned approval of the outlined plan and Trustee River seconded. All Trustees present voted in favor. Motion carried.

- Part-time grounds assistant position (action)

Director Waltman presented a position posting for a part-time temporary grounds assistant position for board approval. There was discussion of the benefits and purpose of the position. It was agreed having this position assist with grounds would be beneficial to the library and cost effective.

Trustee River motioned to approve the position as presented and Trustee Gildart seconded. All Trustees present voted in favor. Motion carried.

- Vanguard (action)

Director Waltman pointed out the trending losses being experienced by Vanguard. Without detailed knowledge of the accounts the Board requested she get more detailed information for the next meeting.

- Health Insurance(action)

Director Waltman shared documents with the Board outlining the 2022-2023 health insurance costs for benefit eligible employees. The documents recommended that the library maintain the same rate of contribution for 2022-2023 as was contributed in 2021-2022, for benefit eligible non-union employees. The cost share for benefit eligible union employees is determined by the union contract.

Trustee Ward motioned and Trustee Uecker seconded maintaining the 2022-2023 health insurance contribution for non-union benefit eligible employees at the same rate as the 2021-2022 contribution. All Trustees present voted in favor. Motion carried.

- Moving from binders to electronic records

Director Waltman notified the Board that moving forward electronic versions of previous minutes and Ordinances would be maintained, rather than paper versions. These will be available on the library web site as well as in the Administrative Offices.

- Summer reading (action)

T-shirts for staff were discussed and the Board unanimously agreed to give Director Waltman the authority to move forward.

Old Business

- COVID protocols onsite (services) (action)

The COVID protocol items listed and approved at the March meeting targeted for April action were discussed, and included: opening the individual study rooms, opening the family bathroom, and, after summer reading, opening the public meeting room. It was agreed there would be no changes to any protocols or recommendations, including the requirement for staff who have tested positive for COVID-19 to receive and produce a negative COVID-19 test, before being allowed to return to work.

Director's Report

- PLA report
- IMRF Rate
- Statements of Economic Interest
- Live and Learn grant review meeting
- Policies Update
- AED Updated
- Finances in good standing
- National Library Week
- Humidifier update
- Landscaping/outdoor maintenance plans
- LMM (Labor Management Meeting) follow up

Director Waltman also mentioned interest in looking at developing a Strategic Plan and working with managers to get that process started.

There was discussion regarding the Trustee Bylaws on the web site and looking at making sure they are updated.

Trustee River motioned to adjourn the meeting at 8:30 p.m. and Trustee Nowak seconded. All present voted aye and the motion carried.