

**MEETING MINUTES**  
**HOMEWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, July 20, 2022**  
**7:00 p.m.**

**Call to order**

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

**Introduction of Guests**

There were no guests present.

**Public Comments**

There was no public comment.

**Comment Sheets**

There were a few comment sheets that had positive comments about staff.

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

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, June 15, 2022
- Approval of the minutes of the Special Landscaping Meetings, June 13, 2022 and June 22, 2022

Acceptance of the Financial Reports of June, 2022

- Approval of the General Fund Check Registers dated June 22, 2022 and July 6, 2022
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments June 2022
- Balance sheet as of June 2022
- FY 2021-2022 YTD Actual vs. Budget

Acceptance of the June, 2022 Statistical Reports

Trustee River motioned to accept the consent agenda and Trustee Nowak seconded.

**Ayes:** River, Ward, Gildart, Nowak, Harris, Uecker. **Nays.** None. Motion carried.

**Old Business**

- COVID Protocols (MPR, laptops in house, meeting room) (action)

Director Waltman mentioned that staff have noted that use of the MPR, the meeting room and in house lap tops have been requested by some patrons. Use of these items and rooms were all restricted during COVID. Director Waltman requested the Board approve reinstating the use of these, as deemed appropriate by staff and with procedures to be determined by the Management Staff. If policy revisions are considered necessary Director Waltman will come back to the Board with these.

The Board agreed this was acceptable and Trustee River moved to approve the recommendation and Trustee Gildart seconded. All present voted aye. Motion carried.

- Building Plans review (action)

Director Waltman searched and found and included in the packet the second floor design plans created by an outside firm and discussed and tabled by the Board back in 2018. This was in response to Director Waltman's request to build an office in the upstairs area for staffing. The Board requested that Director Waltman get more information from the current managers and staff regarding perceived building and upstairs needs and report these back at the next meeting. Additionally, there was discussion at this juncture regarding the carpeting and possibly developing a stakeholder survey. Director Waltman will present related information at the next Board meeting.

- Landscaping/Grounds (action)

After some discussion of the related documents and notes in the packet and Trustee Ward sharing that she was unable to secure the person she had hoped to get to help with landscaping/grounds design it was agreed Director Waltman should again reach out to Val Kehoe from the University of Illinois extension about our next steps and/or see if she would consider assisting with design recommendations.

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) )

- Library Director Evaluation (action)

The Board did not go into Executive Session, however, Director Waltman excused herself from the meeting at 7:32 pm and rejoined the meeting at 7:45 pm.

The Board discussed the library director's performance and reviewed the staff evaluations of her performance. The Board will provide a written evaluation with goals before the next meeting. The library director will be given a 4% salary increase retroactive to July 1, 2022.

However, because the Board neglected to motion or vote on this item, it will again be a listed agenda item for the August, 2022 meeting.

## **New Business**

- Ordinance 2022-03 Ordinance Authorizing Levy of Additional Tax for the Maintenance, Repairs, and Alteration of the Library Building and Equipment (action)

Director Waltman presented the listed Ordinance for approval. Trustee River motioned and Trustee Harris seconded approval of the Ordinance 2022-03 Ordinance Authorizing Levy of Additional Tax for the Maintenance, Repairs, and Alteration of the Library Building and Equipment as presented. **Ayes:** River, Ward, Nowak, Gildart, Harris, Uecker. **Nays:** None. **Abstain:** None. **Absent:** One. Motion carried.

- Ordinance 2022-04 Budget and Appropriation Draft (action)

Director Waltman presented the listed Ordinance for discussion stating that it is a draft and needs to be agreed upon at the August 17th meeting so that it can be available for public inspection for 30 days prior to approval at the September 21, 2022 meeting, and that approval is required, legally, by the fourth Tuesday in September, outlined as follows. Specifically, The Library Act requires that the budget be adopted no later than the fourth Tuesday in September, 75 ILCS 16/30-85. The Act also adopts the Municipal Budget Law, which requires that the budget be available for 30 days prior to the public hearing, and that the public hearing be preceded by at least 30 days of published notice.

No concerns or questions about the Budget and Appropriations Ordinance presented were expressed.

## **Director's Report**

- Staffing and Organization Chart
- Per Capita Grant Award letter
- Finances in good standing
- Patron counts continuing to increase
- Beautification Award
- Staff safety/patron concerns
- HVAC
- Meeting room equipment

Director Waltman also shared interest in starting a small birthday recognition for staff. No objections were voiced. Additionally, there was brief clarification regarding the incident/patron of staff concern noted in Director Waltman's report.

## **Board Committee Reports**

- Facility
- Finance
- Personnel

- Policy

There were no reports.

### **Other**

Nothing additional was discussed.

### **Adjournment**

Trustee River motioned to adjourn at 8:30 pm and Trustee Nowak seconded. All present approved. Motion carried. Meeting adjourned.