

**MEETING MINUTES**  
**HOMEWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, June 15, 2022**  
**7:00 p.m.**

**Call to order**

The meeting was called to order at 7:04 pm

**Present:** Trustees River, Ward, Uecker, Martin, Harris, Gildart and Nowak and Director Waltman. **Absent:** None.

**Introduction of Guests**

There were no guests

**Public Comments**

There was no public comment

**Comment Sheets**

There was no comment on the comment sheets

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

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, May , 2022

Acceptance of the Financial Reports of May, 2022

- Approval of the General Fund Check Registers dated May 17, May 25 and June 8, 2022
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments May 2022
- Balance sheet as of May 2022
- FY 2021-2022 YTD Actual vs. Budget

Acceptance of the May, 2022 Statistical Reports

**Discussion:** Trustee Nowak asked about the "streaming service" listed on the bills. Director Waltman explained that this is for the Age Options devices and the Age Options grant funds are used to pay for the streaming services.

**Trustee River motioned and Trustee Ward seconded the approval of the consent agenda as presented. Ayes: River, Ward, Uecker, Martin, Harris, Gildart and Nowak. Nays: None. Motion carried.**

## Old Business

- Election of Officers (action)

President River shared the recommended slate of the Nominating Committee, as follows: River – President, Ward – Vice-President, Nowak – Treasurer, Gildart – Secretary

**Trustee River motioned to accept the slate of the Nominating Committee as recommended and Trustee Nowak seconded. All present voted aye. Motion carried.**

- Working Budget 2022-2023 (action)

Director Waltman pointed out a few changes to the lines from the budget that was presented at the previous month's meeting, which included increased income lines for the PPRT (personal property replacement tax), decrease to projected tax incomes and increase in the landscaping budget line. The overall budget reflects increases in most all of the collection and programming lines over 2021-2022.

**Trustee River motioned to approve the working Budget and Trustee Gildart seconded. Ayes: River, Ward, Uecker, Martin, Harris, Gildart and Nowak. Nays: None. Motion carried.**

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) )

- Non-union staff raises (action)

There was no Executive Session. Director Waltman shared a number of documents with the Board which included salaries for management staff in comparable positions in nearby libraries, each managers length of service at HPL and/or library experience and a raise recommendation.

Trustee Uecker motioned and Trustee Gildart seconded to give the manager's the recommended raises as presented which included a 4% increase for the managers effective July 1, 2022 and moving the pages to \$13/hour January 1, 2023.

## New Business

- Ordinance 2022-01 2022-2023 Meeting Dates (action)

**Trustee River motioned and Trustee Ward seconded approving Ordinance 2022-01, 2022-2023 Meeting Dates. All present voted aye. Motion carried.**

- Ordinance 2022-02 Non-resident Fees (action)

**Trustee River motioned and Trustee Nowak seconded approving Ordinance 2022-02, Non-resident fees. All present voted aye. Motion carried.**

- Illinois Libraries Present (action)

Director Waltman described the membership agreement for this joint programming offering and that HPL would receive 12 programs in 10 months for \$750, and that this was discussed with the Programming Coordinator and both agreed it a worthwhile expenditure.

**Trustee River motioned and Trustee Ward seconded approval of the Illinois Libraries Present Intergovernmental Agreement. All present voted aye. Motion carried.**

- Library Vision Discussion

Director Waltman shared the suggested revisions to the HPL Vision Statement and Vision Directives as discussed with the HPL Management team. The Board had no concerns or objections to the recommendations but was positive about the inclusion of homeschool needs. Director Waltman shared that this is the beginning of working toward the development of a new Strategic Plan.

- Upstairs Office (action)

Director Waltman shared the proposal received from Dan Pohrte, Product Architecture and Design, for a second floor office space. Considerable discussion ensued regarding plans that had been developed several years prior for the entire second floor and were discussed with the previous board and previous facilities committee. The Board requested Director Waltman track down these plans. No action was taken.

- COVID Protocols (action)

There was no interest in making any changes to the current protocols expressed by any Trustee. It was noted this item was included in the agenda per the request of a staff member. It was also noted that the HF Park District is still requiring regular testing of unvaccinated employees as well. There was no action.

- Landscaping/Grounds (action)

There was considerable information regarding the status of the outdoor grounds in the board packet, including varying suggestions and recommendations. President River decided to create a Landscaping Committee to further look into the matter. Trustees Ward and Gildart volunteered to join the committee. President River selected Wednesday, June 22 at 7 pm for the committee meeting. It was noted that Trustee Harris is a Master Gardener, however he will not be part of the committee.

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)

There was no action nor Executive Session. However, Director Waltman exited the meeting and returned at 8:11 pm.

The Board discussed the library director's performance and the process of completing her annual evaluation. It was decided that as part of the evaluation process, the Board would ask staff for voluntary input, which will be confidential. The Board drafted a list of questions for the staff to answer, and the staff will be asked to turn in their evaluations to the business manager by July 13th so that the board can review the comments before the next board meeting.

### **Director's Report**

- Staffing
- Panic Buttons
- Website Update
- Library "Grand Reopening"
- Circulating letter
- Finances in good standing
- Patron counts continuing to increase
- SWAN Board election
- Landscaping/Grounds

Director Waltman shared there had been positive feedback regarding the Grand Reopening, that the new panic buttons were functional so all public service desks now have panic buttons and that she had been elected to the SWAN Board. She also shared that staff member Kelly Campos had just tendered her resignation and would be taking a position at the University of Chicago Lab School, and she was sad to see her go, but wished her well. There was also discussion regarding including use of the AED and situational de-escalation practices during a next all staff in service.

### **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

### **Other**

Trustee Harris announced his retirement from the Cook County Department of Public Health. All wished him well and offered congratulations.

## **Adjournment**

Trustee River motioned to adjourn the meeting at 8:42 pm and Trustee Nowak seconded. All present voted aye. Meeting adjourned.