

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, June 21st, 2023
7:00 p.m.

Call to order

Due to a technical issue with the library computer not connecting to the zoom portion of the meeting the meeting was called to order at 7:06 pm. Trustees Greep, Cutshall, Gildart, Popelka, Ward and River were present as was Director Waltman. Due to a medical situation Trustee Nowak joined the meeting via zoom.

Introduction of Guests

Estelle Markham joined the meeting via zoom. She represents the Kamm Insurance Group being considered for a variety of library coverages.

Amy Crump (Homewood resident and former Homewood Public Library Administrator) also joined the meeting. She did not introduce herself and Trustee Popelka asked who she was after she exited the meeting.

Public Comments

Ms. Crump spoke about the Family restroom and was told there were keys available to the restroom at all of the service desks on the first floor which satisfied her question. Ms. Crump also spoke about the current procedure of locking the outside doors to the building 15 minutes prior to closing the library. She was made aware this procedure was put in place in response to safety concerns for staff and that the drive through is open right up until closing for anyone picking up items. Ms. Crump persisted with expressing her concern about the closing procedure and sent the Board a follow up e-mail on the topic Sunday, June 25th. Ms. Crump exited the meeting after sharing her comments.

Comment Sheets

Extremely positive comment sheet about staff member Cooper Dague noted by Trustees.

Old Business

- Insurance comparison and Q & A with Estelle Markham from the Kamm Group (action)

All Trustees were provided quotes for coverages and detailed explanations of some of the coverages being proposed. Several questions were asked regarding the coverage, including coverage for cyber liability versus data breach cover and crime policy coverage versus Treasurer's Bond coverage were explained to Trustees. Ms. Markham pointed out the Homewood Public Library had their insurance coverage with Kamm prior to making a change to the LIRA group in early 2019.

After all questions were asked and answered Trustee Cutshall motioned and Trustee Ward seconded the library moving to coverages with Kamm as proposed. **Ayes:** Cutshall, Greep, Popelka, Ward, Gildart, Nowak and River. **Nays:** None. Motion carried.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, May 17, 2023
- Approval of the minutes of the Special Board Meeting, June 8, 2023
- Acceptance of the Financial Reports of May, 2023
- Approval of the General Fund Check Registers dated 5/10/2023, 6/1/2023 and 6/7/2023
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments May 2023
- Balance sheet as of May 2023
- FY 2022-2023 YTD Actual vs. Budget

Acceptance of the 2023 Statistical Reports

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

Old Business (continued)

- Historical Society and Meeting Room (action)

There was discussion of continued use of the meeting room on a regular basis for their monthly meetings, with the exception of the summer months when the group does not meet. Trustee Greep questioned the Meeting Room Policy regarding group use as well as making a policy exception for the Homewood Historical Society. There was discussion of the policy, which shall be revisited at the next meeting. The longstanding partnership between the library and the Historical Society was discussed, as was the resolution to some of the Historical Society's room use issues that had been of concern to staff.

Trustee Cutshall moved and Trustee Popelka seconded allowing the Historical Society continued use of the meeting room until further notice at the discretion of Director Waltman, should concerning issues arise and the room use need to be revisited. **Ayes:** River, Gildart, Ward, Nowak, Popelka, Cutshall. **Nays:** Greep. Motion carried.

- Working Budget (action)

Director Waltman pointed out the few changes to the previous budget presented. Trustee Cutshall motioned and Trustee Greep seconded approval of the working budget. **Ayes:** River, Gildart, Ward, Popelka, Greep, Cutshall. **Nays:** None. Motion carried. Trustee Nowak's connection to the meeting had become disconnected. Motion carried.

New Business

- Ordinance 2023-03 Board Meeting Dates (action)

It was noted several of the dates on the proposed ordinance had the year 2023 listed where it should have listed the year 2024.

Trustee Cutshall motioned and Trustee Popelka seconded approving Ordinance 2023-03 Meeting Dates with the recommended revisions. **Ayes:** River, Gildart, Ward, Popelka, Greep, Cutshall. **Nays:** None. Trustee Nowak's connection to the meeting had become disconnected. Motion carried.

- Ordinance 2023-04 Non-resident Fee (action)

There was a brief discussion and explanation of this ordinance and that it affects a very small portion of the population living near Grande Prairie Public Library.

Trustee River motioned and Trustee Popelka seconded approving Ordinance 2023-04 Non-resident Fees, as presented. **Ayes:** River, Gildart, Ward, Popelka, Greep, Cutshall. **Nays:** None. Trustee Nowak's connection to the meeting had become disconnected. Motion carried.

- Non-union staff raises (action)

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))

There was no closed session. There was discussion of the proposed non-union staff raises and how they lined up with other libraries in the area and what the raise percentage was the previous year.

Trustee Cutshall motioned and Trustee Ward approved all non-union staff raises as presented, which included managers, pages and one library assistant. **Ayes:** River, Gildart, Ward, Popelka, Greep, Cutshall. **Nays:** None. Trustee Nowak's connection to the meeting had become disconnected. Motion carried.

- Director Evaluation Process

The Board did not go into closed session but excused Director Waltman from the meeting. Director Waltman exited the meeting at 8:20 pm and re-entered the meeting at 9:06 pm.

The Board discussed prior procedures used to evaluate the library director and how to proceed with this year's annual evaluation.

- Auditor (action)

Trustee Ward motioned and Trustee Popelka seconded approving the 3 year proposal for auditing services from Selden Fox, the current auditor. **Ayes:** River, Gildart, Ward, Popelka, Greep, Cutshall. **Nays:** None. Trustee Nowak's connection to the meeting had become disconnected. Motion carried.

- HVAC RFP (action)

Based on the current situation with the library HVAC system it has been recommended that Director Waltman work with the library attorney and the necessary technicians and/or engineers to develop an RFP for a new HVAC system.

Trustee Cutshall motioned and Trustee Popelka seconded that Director Waltman proceed with developing the HVAC RFP. **Ayes:** River, Gildart, Ward, Popelka, Greep, Cutshall. **Nays:** None. Trustee Nowak's connection to the meeting had become disconnected. Motion carried.

- Community Survey Meeting

Because the Community Survey needs dedicated discussion and use of it will be part of the Strategic Planning process it was agreed a separate meeting to discuss the survey results would be needed. All present agreed the meeting would take place just prior to the next Board meeting on July 19th at 6:30 pm.

Director's Report

- Carpeting continued
- HVAC
- Budget
- Community Survey continued
- Landscaping continued
- Non-resident fee information
- HHS Information
- Auditor
- Budget percentage for books inquiry follow-up
- Finances good and levy edit report

Director Waltman also mentioned the upcoming 4th of July parade in Homewood and asked if any Trustees were interested in participating. Both Trustees Popelka and Greep expressed interest.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

Adjournment

Trustee River motioned and Trustee Popelka seconded the motion to adjourn at 9:26 pm. All present voted aye. Meeting adjourned.