

**MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, May 18, 2022
7:00 p.m.**

Call to order

The meeting was called to order at 7:02 pm

Present: Trustees Gildart, Martin, Nowak, River and Ward and Director Waltman. Absent: Trustees Harris and Uecker

Introduction of Guests

There were no guests present

Public Comments

There was no public comment

Comment Sheets

There were no comment sheets

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, April 20, 2022

Acceptance of the Financial Reports of April, 2022

- Approval of the General Fund Check Registers dated April 27, 2022 and May 9, 2022
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments April 2022
- Balance sheet as of April 2022
- FY 2021-2022 YTD Actual vs. Budget

Acceptance of the 2022 Statistical Reports

During discussion it was noted the library is in a good place financially.

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

Old Business

- COVID protocols onsite - YS (services) (action)

There was discussion of going with masks encouraged but optional in the YS area, as, officially, it was still requiring masks.

Trustee Ward motioned and Trustee Gildart seconded to encourage the wearing of masks in the youth area but allow mask wearing to be optional, consistent with the rest of the building. All present voted aye. Motion carried.

- Vanguard update (action)

Director Waltman presented additional information regarding the Vanguard account. Treasurer Nowak will review the information. There was no action.

New Business

- Building and Strategic Plan plans

Director Waltman let the Trustees know she is discussing components of Strategic Planning with the managers and more information will be forthcoming.

- Makery position posting (action)

Director Waltman presented a position posting for a Makery Assistant for approval, similar to the posting for the Makery Assistant position held before the COVID closure of the library.

There was no formal action. The position will be posted. Additionally, the position, as well as the Maintenance position will be posted on the web site and an online application form developed for the web site as well.

- Tentative budget 2022-2023 (action)

There was no formal action. Director Waltman presented a tentative budget noting there will be some tweaks before the presentation at the next meeting to account for the increased grounds expenses which should be offset by the increased Property Replacement Tax.

- Library Director evaluation process (action)

There was no formal action. It was agreed Director Waltman should present a list of accomplishments and progress toward goals and new goals as was presented the previous year, to be discussed at the next meeting.

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. There was no formal action.

Director Waltman presented some documentation regarding current non-union staff salaries, dates in their positions and potential raise amounts. The Board requested additional information be provided at the next meeting for discussion, including length of time at the library and salaries for comparable positions in comparable libraries.

Director's Report

- Levy Edit Report
- ILA Program
- All Staff Meeting
- Library "Grand Reopening"
- Building updates and repairs
- Finances in good standing
- Patron counts continuing to increase
- Staffing
- Landscaping/Grounds maintenance secured

During the Director's report there was considerable discussion of the landscaping/grounds work being done. Various opinions regarding the work, the cost of the work and the company doing the work were expressed. This discussion made it clear there was not agreement among all Trustees, nor the Library Director, about what the approach should be moving forward.

However, it was agreed that Director Waltman should reach out to the company doing the work with a variety of questions and get more information.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

It was agreed the Nominating Committee would meet Wednesday, May 25th at 7 pm to discuss a slate of officers for 2022-2023.

Adjournment

Trustee Nowak motioned and Trustee Ward seconded to adjourn the meeting at 8:39 pm. All Trustees present voted aye. Motion carried. Meeting adjourned.