

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, October 18, 2023
7:00 p.m.

Call to order

The meeting was called to order at 7:00 pm. **Present:** Trustees River, Nowak, Gildart, Popelka, Cutshall and Greep. Director Waltman and guest, former Homewood Library Director and resident, Amy Crump were also present. Homewood resident Kevin Woolfolk joined the meeting at 7:08 p.m. **Absent:** Trustee Ward.

Introduction of Guests

Amy Crump introduced herself.

Public Comments

There was no public comment.

Comment Sheets

The comment sheets were reviewed. Nothing pressing needing attention was discussed.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, September 20, 2023
- Approval of the minutes of the Public Hearing, September 20, 2023
- Acceptance of the Financial Reports of September, 2023
- Approval of the General Fund Check Registers and ACH payments dated 9/20/2023 & 10/11/2023
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments September 2023
- Balance sheet as of September 2023
- FY 2022-2023 YTD Actual vs. Budget

Acceptance of the 2023 Statistical Reports

Trustee River motioned and Trustee Gildart seconded approval of the Consent agenda as presented. A roll call vote was taken. **Ayes:** River, Gildart, Popelka, Nowak, Cutshall, Greep. **Nays:** None. Motion carried.

Old Business

- Per Capita requirement – Standards review – Serving Our Public 4.0

As a requirement for the Per Capita Grant Application to be submitted in January, 2024, it is expected that the Board of Trustees review the standards set forth in Serving Our Public 4.0. A document was included in the packet for the Trustees to review identifying areas that have been addressed over the past several years and a few still in progress being addressed, based on the guidelines set forth in Serving Our Public 4.0. Trustee Popelka asked for clarification as to what the Per Capita grant was. Director Waltman explained it is grant money given to each public library from the state of Illinois based on the size of the population served, and the money is free, but there are processes to be followed for the application process, and reviewing this document is one. Trustee River commented that she was glad to see that the Emergency Procedures Manual was being updated.

- First Amendment Audit follow-up (action)

Director Waltman provided the Board of Trustees the information received from the library's legal counsel, Klein, Thorpe and Jenkins, Ltd. per Board request, regarding the rights of the library and First Amendment audits, and what areas of the building parties performing such audits are prohibited from entering/filming, which includes staff only areas and areas designated specifically for children. The Board agreed the information was sufficient and no formal ordinance was necessary. There was no action on this agenda item.

- Landscaping (action)

The proposal from Haggerty landscaping shared in the Board packet was discussed. All agreed it seemed like it would be a good look for the library and at a reasonable cost, using acceptable plants. Director Waltman will follow up with Haggerty about doing the work. Trustee Cutshall motioned and Trustee Popelka seconded approving the landscaping proposal as presented. A roll call vote was taken. **Ayes:** River, Gildart, Popelka, Nowak, Cutshall, Greep. **Nays:** None. Motion carried.

New Business

- DRAFT Ordinance 2023-07 Ordinance Levying and Assessing Taxes of Homewood Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2024 and ending June 30, 2025, select public hearing date (action)

There was some discussion of the Levy as presented. It was agreed a Truth in Taxation Hearing would take place prior to the next Board Meeting at 6:45 pm. Director Waltman will publish said hearing information in accordance with the relevant statutes.

- Board/Friends December, 2023, Appreciation Celebration (action)

Director Waltman described the event as being similar to the event that was held the previous year, in which pizza, salad, desserts and appetizers were provided at an appreciation event for the Friends of the Homewood Library and the Homewood Board

of Trustees, with staff assisting and attending as well. This year's event, if approved, will take place Thursday, December 14th starting at 5:30 pm. It was agreed an amount of \$600 would be a sufficient budget for the event.

Trustee River motioned to approve the event and the budget as presented and Trustee Nowak seconded. A roll call vote was taken. **Ayes:** River, Gildart, Popelka, Nowak, Cutshall, Greep. **Nays:** None. Motion carried.

- Library In-service closure, December, 2023 (action)

Director Waltman described an ATLAS workshop being offered for staff on December 1st discussing de-escalation in libraries. Director Waltman further explained that managers were checking with staff about whether this would be of interest to staff, followed by additional activities that afternoon, or if other activities should be scheduled for a staff in-service day on December 8th. The Board agreed with Director Waltman's tentative plan for an in-service day and library closure to take place either December 1st or December 8th as outlined. Trustee River motioned and Trustee Greep seconded approval of the closure and in-service day for either December 1 or December 8, TBD, as outlined. All present voted aye. Motion carried.

Director's Report

- Web site work/transition
- Health Screenings
- Flag repair
- First Amendment Audit response from KTJ
- Budget and Appropriations Ordinance submitted and posted
- Landscaping/Grounds continued
- Staffing
- Eclipse program coordination
- Serving Our Public 4.0 – standards review document

In addition to the outlined items in the Director's report Director Waltman also shared that the husband of a library staff member was hospitalized and gravely ill and to please keep him and the staff member in their thoughts. Additionally, she mentioned that a baby shower was being planned for another staff member. Also, she will be looking into third party options for gas/electric in the next few months to secure for the coming year.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

There were no reports.

Other Discussion

There was no additional discussion.

Public Comment

There was no additional comment.

Adjournment

Trustee River motioned to adjourn the meeting at 7:20 pm and Trustee Cutshall seconded. All present voted aye. Meeting adjourned.