

**MEETING MINUTES**  
**HOMEWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, August 17, 2022**  
**7:00 p.m.**

**Call to order**

The meeting was called to order at 7:02 pm. **Present:** Trustees River, Ward, Gildart, Nowak, Uecker and Director Waltman. **Absent:** Trustees Harris and Martin.

**Introduction of Guests**

Scott McAlister, Superintendent School District 153, Alex Bosch, Vice-President, Homewood School District 153 Board of Education and Annie Lawrence, Co-chair, Citizens for Homewood Schools introduced themselves and proceeded to explain that they were there to garner support from the Homewood Library Board for the upcoming referendum being proposed to increase school funding. The Board listened and said they would discuss the request at the next Board meeting.

McAlister, Bosch and Lawrence exited the meeting at 7:20 p.m.

**Public Comments**

None.

**Comment Sheets**

Positive.

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

Approval of the Minutes

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

Acceptance of the Financial Reports of July, 2022

- Approval of the General Fund Check Registers dated July 20, 2022 and August 2, 2022
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments July 2022
- Balance sheet as of July 2022
- FY 2021-2022 YTD Actual vs. Budget

Acceptance of the July, 2022 Statistical Reports

**Trustee River motioned to accept the consent agenda and Trustee Ward seconded. All present voted aye. Motion carried.**

## Old Business

- Ordinance 2022-04 Budget and Appropriation Draft - hearing date/time(action)

The Board agreed to meet on 9/21/22 at 6:45 pm for the Budget and Appropriation hearing. Director Waltman shall post and publicize this hearing.

- Building Priorities (action)

The Board discussed the various building needs and agreed Director Waltman should develop a carpeting RFP for carpeting for the entire building.

**Trustee River motioned and Trustee Uecker seconded that Director Waltman should develop a carpeting RFP for carpeting for the entire building which shall include additional replacement tiles. All present voted aye. Motion carried.**

- Landscaping/Grounds – walk through date/time (action)

**The Board agreed to do the annual building walk through to identify safety/building needs on Monday, August 22<sup>nd</sup> at 6 pm. There was no action.**

- Staffing levels (action)

**Director Waltman shared a document outlining the current library staffing levels and the pages of Serving Our Public 4.0, from the Illinois Library Association, related to recommended staffing levels, showing that the HPL staffing levels are slightly above the ILA recommendation. The Board asked if additional staffing was needed and Director Waltman said it was not at this time, but additional circulation staff is being considered. There was no action.**

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/Goal setting (action)

**The Board did not go into Executive Session. Director Waltman exited the meeting at 8:05 p.m. and was summoned to return at 8:19 p.m.**

**The Board expressed appreciation for Director Waltman’s work the past year .The Board said an evaluation document would be sent to Director Waltman via e-mail which will include feedback and goals.**

**Trustee River motioned and Trustee Ward seconded giving Director Waltman a 4% salary increase. All present voted aye. Motion carried.**

**Director Waltman expressed her thanks and appreciation.**

## **New Business**

- Meeting Room Policies (action)

As HPL makes available the large meeting room for public use there were some suggestions from staff working with those groups regularly for some changes to the policies governing the use of the rooms. Those changes were presented and approved by the Board as presented. They will be reflected on the library website under policies.

**Trustee River motioned and Trustee Uecker seconded approving the meeting room policy changes as submitted. All present voted aye. Motion carried.**

- HHS / FOHL (action)

**There was no action. There was discussion of the needs of both groups in terms of staff assistance, and the fact that it is increasing. There was discussion of the significant amount of space in the upper level which is occupied by the FOHL. There was also discussion of the Homewood Historical Society's request for the library to reinstate its monthly use of the meeting room and partnership agreement from 2008, per Rose Olsar's e-mail. Director Waltman advised the Board that she communicated to Rose that the Historical Society would be allowed use of the room for September, October, November and December. After these meetings it will be easier to see what needs and expectations the HHS has of the library staff and what should be agreed upon moving forward. It was agreed the topic would be revisited in November.**

- Off-site program offerings (action)

The Board reviewed the proposed off site program documents included in the packet and made several suggestions to the proposed plan to offer these off site programs, to be funded with Age Options grant funds.

**Trustee Uecker motioned to approve the program offerings that shall include the additional Board recommendations and Trustee Nowak seconded. All present voted aye and motion carried.**

- Strategic Planning / Community Surveys (action)

Trustees were given a variety of potential surveys in their packets for consideration as a means to gain public opinion for purposes of Strategic Planning. The Board agreed to revisit the topic next month. There was no action.

## **Director's Report**

- Staffing and Organization Chart – presented to Board
- Finances in good standing
- Building Needs Priorities
- Patron counts continuing to increase
- FOIA/OMA

- IPLAR
- ILA
- Insurance Quotes

### **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

**There were no committee reports.**

### **Other**

**There was no other discussion.**

### **Adjournment**

**Trustee River motioned to adjourn the meeting at 8:43 pm and Trustee Ward seconded. All present voted aye. Motion carried and meeting adjourned.**