

**MEETING MINUTES**  
**HOMEWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, February 17, 2021**  
**7:00 P.M.**

Due to the continued concerns related to the transmission of COVID-19 and the determination that meeting in person in any library space at this time would not be considered practical or prudent this meeting was conducted electronically in full compliance with the Open Meetings Act.

Members of the public wishing to share public comment were urged to send their public comments via e-mail to [hplhelp@homewoodlibrary.org](mailto:hplhelp@homewoodlibrary.org) to be read aloud during the meeting.

Members of the public wishing to phone in to hear the meeting could do so as follows:  
Dial +312 626 6799 from any phone and enter meeting ID # 821 3640 8626 passcode: 863753

Or join via the zoom link:

<https://us02web.zoom.us/j/82136408626?pwd=TjJSVUhlajAzUjA4Q01JRW1pc0JLUT09>

### **Call to order**

The meeting was called to order by President River at 7:00 p.m.

**Attendance:** Present: Trustees River, Ward, Gildart, Harris, Martin, Nowak. Trustee Bouchie joined the meeting at 7:45 pm. Director Waltman and Assistant Director Campos were also present.

### **Introduction of Guests**

Ed Tracy, representing the auditing firm of Selden Fox, was present.

### **Public Comments to be read**

There were no public comments.

### **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 January 20, 2021

Acceptance of the Financial Reports of January 2021

- Approval of the General Fund Check Registers dated January 20, 2021 and February 3, 2021
- Acceptance of the Bills Payable Report in the amount of \$148,282.62

- Payroll, IMRF and FICA payments January 2021
- Balance sheet as of January, 2021
- FY 2020-21 YTD Actual vs. Budget

Acceptance of the January, 2021 Statistical Reports

**Trustee Ward motioned to approve the Consent Agenda as presented and Trustee Gildart seconded. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin. Motion Carried.**

### **Presentation**

- Audit – Ed Tracy, Selden Fox (action)

Ed Tracy presented the Board with the annual audit. He stated our overall net position was good. He talked about the annual depreciation of certain things (like computer equipment, etc.), but that the depreciation of those things is not necessarily reflected in the monthly fund statements, but is reflected annually in the government wide statements. He also mentioned that this is quite normal for libraries and that we should continue keeping the books on a fund basis. He also pointed out that the audit notes on pages 21-22 the fund balance is up \$280,000 and that page 48 notes that the gap in the pension funding has been narrowed by \$500,000 and is now at 86%, decreased 7 times from the year prior. Both of these are positives for the library. He also mentioned a journal entry adjustment needed to be made for the per capita grant in part, due to the timing of the award versus the funding. He also said we should continue looking at developing the financial policies recommended during the previous audit.

**Trustee Ward motioned to approve the audit as presented and Trustee Nowak seconded. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin. Motion Carried.**

### **Old Business**

- Reopening 2021 (action)

The reopening plan as presented was discussed. It was noted that a change to computer use to one (1) 45 minute session per day has been suggested and that a log for tracking the ticket numbers taken was being developed and both would be part of the plan. It was also noted that the plan included time for at risk populations on Thursdays from 8:30-10:30 am, though this will be difficult to monitor as there are at risk individuals with non-obvious conditions. The plan also includes determining factors for closing again, should that become necessary. Some discussion of the date to reopen revealed that a March 8 reopening would give staff more time to feel prepared than a March 1 reopening, so that was the date agreed upon during discussion.

**Trustee River motioned to approve the reopening plan with the discussed revisions and Trustee Ward seconded. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin, Bouchie. Motion Carried.**

## **New Business**

- Laptop Use Policy(action)

There was discussion of the Laptop Use Policy as presented as well as the accompanying Laptop User Agreement and Computer Internet Policy. It was made clear software was available that could “shut down” the laptops if necessary and this would be loaded on the machines. Director Waltman shared the experience of one other library loaning laptops. Based on this experience, the low cost of the laptops purchased and the “shut down” software being loaded it was agreed the financial deposit discussed previously would not be necessary, as it would be very limiting for some patrons. Additional typographical edits were also discussed.

**Trustee River motioned to approve the Laptop Use Policy as amended and Trustee Gildart seconded. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin, Bouchie. Motion Carried.**

- Vaccine Policy (action)

There was general discussion of the implementation of a vaccine policy. Director Waltman shared information learned at a recent HR Source workshop on the topic discussing the merits and pitfalls of mandatory versus voluntary vaccination policies. There was additional discussion about the incentive of paid time off for staff to get the vaccine as well as discussion of the last paragraph of the policy as presented regarding the policy duration. Some language was suggested for rewording and renaming the last paragraph. There was also the discussion for the need of union approval for the incentive.

**Trustee River motioned to approve the Vaccine Policy as amended, subject to union approval, and Trustee Ward seconded. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin, Bouchie. Motion Carried.**

- Polling Place 2021 (action)

Director Waltman shared that the library was again being asked to be a polling place for the April 6, 2021 election. She advised that in order to accommodate set up as well as limited public access to the library, the library closed at 5 pm the evening before the election and was closed the day of the election in November.

**Trustee River motioned and Trustee Gildart seconded closing the library at 5 pm on Monday, April 5<sup>th</sup> and closing to the public all day, Tuesday April 6<sup>th</sup> so as to accommodate being a polling place for the upcoming election April 6<sup>th</sup>. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin, Bouchie. Motion Carried.**

- Target Tax Appeal (action)

There was some discussion about how some other entities were approaching this. Director Waltman shared information about other libraries having handled similar situations and/or possible cost factors.

There was only discussion and no action on this topic.

- Trustee Appointment Process (action)

There was discussion about sharing information about the soon to be open Trustee seat on library social media sites as well as with the Chronicle. It was agreed information shared would indicate a Monday, March 15<sup>th</sup> deadline so as to allow trustees time to review applications at the March 17<sup>th</sup> meeting. The election is April 6<sup>th</sup> and new trustees should be sworn in at the May 19<sup>th</sup> meeting.

There was only discussion and no action on this topic.

### **Closed Session**

- Pursuant to 5 ILCS 120/2 (c) semi-annual review of closed session minutes

**Trustee Ward motioned and Trustee Nowak seconded the approval of opening the closed session minutes presented. These include minutes from the following dates: December 19, 2018, June 17, 2020 and two separate closed session minutes from January 15, 2020. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin. Abstain – Bouchie. Motion Carried.**

This was discussed in open session, so there was no action to move to closed session.

### **Director's Report**

- Statements of Economic Interest
- ILLINET ILL, RAILS Certification, Illinois Tax Exempt Affidavit all filed
- Grant updates (Cook County CARES and ISL PPE)
- Laptop Process
- Building preparations for reopening
- Age Options
- 2021 Organization Chart

During the Director's report Director Waltman shared she had participated that day in the Homewood Village TIF meeting, discussing the possible redevelopment of the

Calumet Project Area as well as the creation of a TIF (tax increment financing) for the area. As a financial stakeholder and taxing body the library was a voting participant as to whether the area can be considered for TIF. Director Waltman reviewed the proposal and documentation received regarding the project and the TIF and listened to the discussion and asked pointedly that the vote being taken was only regarding the establishment of the TIF and not regarding the proposed redevelopment project, and was answered in the affirmative. Based on the information provided, including the decreasing revenues and EAV of the current property, she voted in favor of the establishment of the TIF on behalf of the library.

Additionally, some Trustees reported trouble opening one of the staff member presentations sent via e-mail the previous month. This will be sent again and in more than one format.

Trustees also asked for the organizational Chart presented to be updated to include staff names.

### **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

There were no committee reports.

### **Adjournment**

**Trustee River motioned to adjourn at 8:36 pm and Trustee Nowak seconded. Roll call vote: Ayes- River, Ward, Gildart, Nowak, Harris, Martin, Bouchie. Motion Carried.**