

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, January 19, 2022
7:00 P.M.

Due to 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 will be conducted electronically in full compliance with the Open Meetings Act and the Governor's extension of this remote meeting allowance.

Members of the public wishing to share public comment are urged to send their public comments via e-mail to hplhelp@homewoodlibrary.org to be read aloud during the meeting.

Members of the public wishing to join the meeting may do so as follows:

Join via Zoom:

<https://us02web.zoom.us/j/84467713999?pwd=eFovczRTbkhnTGRUbjdZY2J0Z2MvZz09>

and enter meeting ID: 844 6771 3999, Passcode: 070427

or call 1 312 626 6799 US (Chicago) and enter meeting ID: 844 6771 3999 and Passcode: 070427

Call to Order

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

Introduction of Guests

Accountant Ed Tracy of Selden Fox Accounting was introduced.

Public Comments

There was no public comment

Comment Sheets

The Board reviewed the comment sheets. Most were complimentary. A few expressed displeasure at the current restrictions in place. The Board asked Director Waltman to reach out to the one individual expressing displeasure who included contact information.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the public hearing for Ordinance No. 2021-5: Ordinance Levying and Assessing Taxes of Homewood Public Library for Fiscal Year July 1, 2022 - June 30, 2023, November 17, 2021

- Approval of the minutes of the regular Board Meeting, November 17, 2021
- Approval of the minutes of the Special Board Meeting, December 16, 2021
- Approval of the minutes of the Special Board Meeting, December 30, 2021

Acceptance of the Financial Reports of October, 2021

- Approval of the General Fund Check Registers dated November 21, December 8, December 20, 2021 and January 5, 2022.
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments November and December 2021
- Balance sheet as of December, 2021
- FY 2020-21 YTD Actual vs. Budget

Acceptance of the November and December, 2021 Statistical Reports

Trustee River motioned to approve the Consent Agenda as presented and Trustee Ward seconded. Ayes: Ward, River, Harris, Gildart and Uecker. Motion carried.

New Business

Audit presentation – Ed Tracy

Accountant Ed Tracy presented the Audit for the fiscal year ending June 30, 2021. The overall feedback was positive. Mr. Tracy pointed out that the IMRF funding rate has increased over the previous year and is “well-funded” at this point.

Time Off without pay policy (action)

Director Waltman presented a draft of a “Time Off Without Pay” policy to the Board, explaining that this had been a “practice” but not an official policy.

Trustee River motioned and Trustee Gildart seconded the approval of the “Time Off Without Pay Policy” as presented, pending comment from the library attorney. All present voted aye. Motion carried.

Holiday Pay Option Policy (action)

Director Waltman presented a draft of a “Holiday Pay Option Policy”, which would be an “opt in” policy for select staff, if approved.

Trustee River motioned and Trustee Ward seconded the approval of the “Holiday Pay Option Policy” as presented, pending comment from the library attorney. All present voted aye. Motion carried.

Quarantine After Travel Policy update (action)

Director Waltman presented a revised "Quarantine After Travel Policy" with language that reflects use of the current CDC guidelines in this regard.

Trustee River motioned and Trustee Gildart seconded the approval of the "Time Off Without Pay Policy" as presented, pending comment from the library attorney. All present voted aye. Motion carried.

FOHL Meeting on site January 24, 2022 (with restrictions) (action)

The Friends of the Homewood Library requested approval to have an in person meeting to officially have a transition of power in the FOHL officers.

Trustee River motioned and Trustee Gildart seconded the approval of the FOHL meeting in person masked and with a 45 minute time limit. All present voted aye. Motion carried.

Circulation staffing (action)

Director Waltman pointed out that the circulation department has lost over 50 hours in staffing due to 2 resignations and, in one case, an untimely passing of a staff member. As we get closer to reopening the library would like to add a 25 hour/week circulation position, replacing the staff member who passed away in 2020.

Trustee Uecker motioned and Trustee Gildart seconded to approve allowing the posting the position when the time seems appropriate. All present voted aye. Motion carried.

Amnesty/Food for Fines in conjunction with National Library Week (action)

There was discussion of presenting a Food for Fines/Amnesty of sorts in conjunction with National Library Week, as discussed with managers. The Board agreed a plan could be developed.

Old Business

COVID protocols onsite (action) --- current restrictions, testing site continued

Trustee River motioned and Trustee Uecker seconded keeping the current restrictions in place until the next Board meeting, and allowing HPL to be a COVID testing site. All present voted aye. Motion carried.

HPL as COVID vaccine site (action)

There was a brief discussion about this topic however, several new vaccine sites just opened locally, including one in Matteson, which seem to be meeting this need.

Director's Report

- Levy and Truth in Taxation uploaded and receipt verified
- Per Capita submitted
- ASPEN Migration
- Tree removal - DONE
- Fire inspection upgrades - COMING
- Finances in good standing
- Adult Literacy partnership
- COVID testing on site
- Job Description revisions in progress
- ******Humidifier**
- **NEXT meeting closed session minutes review**

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

No reports

Trustee Ward offered a thank you for the cards received from staff and FOHL member, Rose Olszar.

Adjournment

Trustee River motioned to adjourn at 8:01 pm and Trustee Ward seconded. All voted aye. Motion carried. Meeting adjourned.