

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, March 15th, 2023
7:00 p.m.

Call to order

The meeting was called to order at 7:00 pm

Present: Trustees River, Ward, Nowak, Uecker (7:04) and Gildart. Director Waltman was also present. Absent: Trustees Harris and Martin.

Introduction of Guests

Ed Tracy, Auditor, Selden Fox

Jo Greep, Homewood resident, Trustee Candidate

Dan Edltonardo, ICSI (Independent Construction Services, Inc.), joined the meeting at 7:11 pm

Public Comments

None

Comment Sheets

One comment sheet was written anonymously from a person saying he/she applied for a position at the library and never received any response. Director Waltman assured the Board that she had confirmation from the managers that all applicants for positions open had received communication from the department heads interviewing for the positions.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, February 15, 2023
- Acceptance of the Financial Reports of February, 2023
- Approval of the General Fund Check Registers dated 2/16/2023 and 3/1/2023
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments February 2023
- Balance sheet as of February 2023
- FY 2022-2023 YTD Actual vs. Budget

Acceptance of the 2023 Statistical Reports

Trustee River motioned and Trustee Gildart seconded approving the Consent Agenda. Ayes: River, Ward, Nowak, Gildart and Uecker. Nays: None. Motion carried.

Old Business

- Audit presentation

Ed Tracy from Selden Fox went over the documents provided regarding the audit. Overall the library is in good standing. He discussed GASB 101, coming down the road in a few years and that he will work with us as needed to be sure we are compliant. He also mentioned doing the analysis of our OPEB (**O**ther **P**ost **E**mployment **B**enefits) annually, and gave more explanation in that regard. He pointed out that the reason our IMRF looks overfunded is due to better than expected returns on investments on the part of IMRF. He noted that there were no areas of concern and the library had positive fund balances. There was no action on this agenda item.

- Carpeting Bid information (action)

Dan Eallonardo, ICSI, presented the Board with his views of the carpeting bid proposals received. He discussed the companies each would be using for the related moving services as well as his own previous experiences with the carpeting and moving companies. There was a bit of discussion about the need for signage during the project, that the mover will provide boxes for staff to pack things and that our IT staff will handle moving our computers and copiers. One company provided some carpet samples for viewing. The Board agreed that the staff should come up with three recommendations and bring those recommendations to the Board. There was also clarification of the bid total dollar amounts, as each presented their bids a bit differently. Diverzify was identified as the lowest responsible bidder.

Trustee Ward motioned and Trustee Nowak seconded authorizing Director Waltman to move forward, and sign on the library's behalf, a contract with Diverzify, in conjunction with the HPL attorney. Ayes: River, Ward, Nowak, Gildart and Uecker. Nays: None. Motion carried.

- Safety information (action)

As a follow-up to a staff inquiry regarding staff being allowed to carry pepper spray on site Director Waltman provided the Board with information from Attorney Tom Melody. This reply included the development of a policy getting information from the library insurer.

Trustee River motioned and Trustee Ward seconded having Director Waltman contact the library insurer as to whether or not the library would be covered if staff used pepper spray on site. All present voted aye. Motion carried.

New Business

- Landscaping update/tree replacement (action)

There was discussion of the offer from a local arborist for a free tree to be planted. The Board discussed the options and agreed that the yellowwood would be the best choice.

Trustee Uecker motioned and Trustee River seconded that Director Waltman should respond saying the Board would like to have the yellowwood tree. Ayes: River, Ward, Nowak, Gildart and Uecker. Nays: None. Motion carried.

- Trustee Meeting Attendance (action)

There was discussion about Trustee meeting attendance and concerns expressed about a Trustee who missed most of the 2022 Board meetings and all of the 2023 meetings thus far. It was noted that the Illinois legal statute requires a member to miss 12 consecutive meetings before being removed from a Board of Trustees. Communicating with the Trustee and what that communication should include was discussed.

Trustee Ward motioned and Trustee Nowak seconded that President River should draft a letter and share it with Director Waltman for feedback, who would then send the final version. All present voted aye. Motion carried.

Director's Report

- Staffing (new hires)
- Carpeting continued
- Safety continued
- Community Survey continued
- Spring landscaping planting plans
- Illinet Interlibrary Loan report and RAILS certification
- Trustee Workshop May 20th
- Legislation
- FOHL event Monday, February 27

Director Waltman mentioned a couple of reminders from her report including: Statements of Economic Interest are DUE BY MAY 1. The e-mails have been sent, so everyone should have received the e-mail about completing the SEI at this point.

Also, the Trustee Workshop will be from 10-12 May 20th at the Alsip-Merrionette Park Library. Several trustees expressed interest so Director Waltman will secure 4 spaces for the workshop.

Also a reminder about the spring planting meeting with Nancy Kreith scheduled for 3/29 at 11 am via zoom.

Additionally, Director Waltman expressed interest in coordinating a collaborative event (a "Meet and Greet" of sorts) in the coming months with the FOHL, The HPL Board of Trustees and staff. Speaking with staff and managers getting input as to the best way to approach. Considering the number of new staff and soon to be new Trustees this seems

like a good time for gathering and meeting in a social way. More information forthcoming.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

Other Discussion

The next meeting agenda will include discussion of the formation of the decennial committee, committee make up, meeting and reporting requirements, etc.

Also, between when the agenda was posted and the Board meeting took place an e-mail was sent to the Trustees from a community member referencing the staff requirements for COVID vaccines. Director Waltman replied to the e-mail. Director Waltman provided copies of the e-mail and reply to all Trustees. The content of the e-mail was discussed and the Board agreed no further or future discussion or action was necessary.

Adjournment

Trustee Uecker motioned to adjourn the meeting at 8:40 pm and Trustee Nowak seconded. All present voted aye. Motion carried.