

**MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, May 17th, 2023
7:00 p.m.**

Call to order

The meeting was called to order at 7:03 pm. Attendees in person were current Trustees: Ward, Gildart, River, Nowak and incoming Trustees Cutshall and Greep. Trustee Popelka, sworn in Monday, May 15th joined the meeting via zoom in compliance with 5 ILCS 120/7 as did incoming Trustee Greep, once sworn in. Director Waltman was also present.

Introduction of Guests

Janet and Terry Fiorenzo introduced themselves, stating they were present to see Trustee Cutshall sworn in.

Public Comments

None.

Comment Sheets

There were roughly 12 comment sheets with primarily positive feedback. There were also a few comment sheets expressing frustration with computer time and staff assisting patrons on computers. Director Waltman will follow-up.

Swearing in of New Trustees

Individually, with each Trustee, Secretary Gildart spoke the Oath and swore in Trustees Cutshall, Greep, and River.

This swearing in officially ended the terms of Trustees Ward, Uecker and Harris.

(Trustee Greep left the meeting and rejoined via zoom)

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, April 19, 2023
- Acceptance of the Financial Reports of April, 2023
- Approval of the General Fund Check Registers dated 4/12/2023 and 4/26/2023
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments April 2023
- Balance sheet as of April 2023

- FY 2022-2023 YTD Actual vs. Budget

Acceptance of the 2023 Statistical Reports

There were no questions regarding the Consent Agenda. **Trustee River motioned and Trustee Gildart seconded approval of the Consent Agenda. Ayes: River, Gildart, Cutshall, Nowak.**

Trustee Popelka also voted aye, but his vote was not counted because the amendment to the Trustee Bylaws allowing remote voting was yet to be proposed and approved. Trustee Ward also voted aye, but her term as Trustee had officially ended.

Nays. None. Motion carried

Old Business

- Trustee Bylaws update to Article 10. Amendments (action)

Trustee River motioned and Trustee Gildart seconded approving the proposed wording to be added to the Trustee Bylaws Article 10 “all eligible voting members” as presented. Ayes: River, Gildart, Cutshall, Nowak, Greep. Nays: None. Motion carried.

- Trustee Bylaws update to Article 5. Meetings, section 5.05 Quorum (action)

Trustee River motioned and Trustee Gildart seconded approving the proposed wording to be added to the Trustee Bylaws Article 5 “Voting shall be allowed by Trustees attending meetings remotely in compliance with 5 ILCS 120/7” as presented.

Ayes: River, Gildart, Cutshall, Nowak, Greep. Nays: None. Motion carried.

- Election of Officers/Nominating Committee Recommendation (action)

The nominating committee presented a slate of officers as discussed, as follows: President-- River, Treasurer—Nowak, Secretary—Gildart. There was discussion as to filling the opening for Vice-President. Trustee Greep volunteered to fill the seat.

Trustee River motioned and Trustee Gildart seconded approving the proposed slate of Trustee officers with the addition of Trustee Greep as Vice-President. All present voted aye. Nays: None. Motion carried.

- Open Trustee seat process (action)

Closed Session

- pursuant to 5 ILCS 120/2 (c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

The Trustees present chose not to go into closed session. Ward excused herself from the meeting.

The Board spent time discussing and evaluating all eleven applicants for the open seat. All Trustees present identified their top several candidates. Through this process it became apparent one applicant was in the top candidate group for all of the Trustees. Additional discussion took place and all agreed to move forward with the process and appoint the applicant in the top candidate group on everyone's list.

Trustee Nowak motioned and Trustee Cutshall seconded appointing Jacoba Ward to the 2 year Trustee appointment vacated by Trustee Martin. Ayes: Gildart, River, Nowak, Popelka, Greep and Cutshall. Nays: None. Motion carried.

Secretary Gildart then swore in Trustee Ward.

- Decennial Committee (action)

The Decennial Committee is a committee charged with evaluating the efficiency of taxing bodies. In the case of District Libraries, the committee is to consist of all Trustees, the Library Director and minimum of two members of the public. A posting to this effect was posted on the library web site, asking for community volunteers to serve. One application for the committee was received.

Trustee Gildart motioned and Trustee River seconded inviting the committee applicant, George Bouchie, to join the committee and attend the first meeting scheduled for Thursday, June 8th at 5 pm, and to invite Trustee applicants Grab, Hamilton and Miller to also join the committee. Ayes: Gildart, River, Nowak, Popelka, Greep and Cutshall. Nays: None. Motion carried.

New Business

- Working Budget

There was no action and minimal discussion on this item. The overall budget is close to flat but increases and decreases have been made in numerous lines as needed. Trustee River asked about the recommended percentage for materials based on library guidelines. Director Waltman said she would follow-up and here is the follow-up information which was also sent via e-mail to all Trustees:

Page 19 of "Serving Our Public 4.0" says that 8-12% of the overall budget should be spent on materials. In the referenced appendix, Appendix I, that amount also includes the amount spent on membership in a consortium. In our case that would include our SWAN membership fees, which are close to \$35,000. Additionally, that Appendix goes on to include all barcode and supply processing fees and staff costs for processing and ordering.

In the proposed budget the materials and SWAN fees alone total \$286,000, not including the additional items mentioned (B & T Processing alone is another \$9,000, plus barcodes, etc.) and that amount comes to between 11 and 12 percent of the overall proposed budget. So, we are very much in line and really, at the high end of the recommendation.

- Ordinance 2023-01 Establishment of reserve funds (action)

There was some discussion of the need for establishing reserve funds to be used for building improvements, etc. Information from the auditor and the accountant was shared. Director Waltman will follow-up with both of them as to how to proceed documenting these budgeted funds and will get attorney input as needed as well.

Trustee River motioned to approve Ordinance 2023-01 Establishment of Reserve Funds as presented and Trustee Cutshall seconded. Ayes: River, Nowak, Ward, Popelka, Greep, Cutshall and Gildart. Nays: None. Motion carried.

- Ordinance 2023-02 Reserve Fund Plan (action)

Related to the above Ordinance establishing funds, this recommendation for a dollar amount of \$200,000 was discussed. Trustee Popelka asked if funds needed to be added and when and Director Waltman again said she would follow up with the accountant and auditor as to how to handle replenishment of funds.

Trustee River motioned to approve Ordinance 2023-02 Reserve Fund Plan as presented and Trustee Gildart seconded. Ayes: River, Nowak, Ward, Popelka, Greep, Cutshall and Gildart. Nays: None. Motion carried.

- Union MOU and Illinois State of Emergency status (action)

There was discussion of the document presented by the union amending the Vaccine MOU. All present agreed wording needed clarifying in several areas. Director Waltman will follow up and reach out about the wording concerns.

Trustee River motioned and Trustee Ward seconded tabling further discussion until wording can be clarified. All present voted aye. Motion carried.

Director's Report

- Carpeting continued
- Draft budget
- Community Survey continued – Trustee River stated she'd been having trouble opening the Community Survey results link that had been shared. Director Waltman followed up and this has been rectified.
- Spring landscaping planting plans – Issues with getting plants from Possibility Place
- Trustee orientation, packets, Workshop May 20th
- National Library Week activities

- Recognition of outgoing Trustees/New Trustees
- ATLAS Trustee workshop Tickets

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

Other Discussion

Adjournment

Trustee River motioned to adjourn the meeting at 8:39 pm and Trustee Nowak seconded. All present voted aye. Meeting adjourned.