

**MEETING MINUTES DRAFT  
HOMEWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Board Meeting, November 16th, 2022  
7:00 p.m.**

**Call to order**

The meeting was called to order at 7:00 p.m. **Present:** Trustees Ward, River, Gildart, Nowak, Uecker, and Director Waltman. **Absent:** Trustees Harris and Martin

**Introduction of Guests**

There were no guests.

**Public Comment**

There was no public comment.

**Comment Sheets**

Comment sheets were positive. Discussed forwarding request to revive chair yoga to programming staff and follow up regarding question about gaming rules in the FORT.

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

Approval of the Minutes

- Approval of the minutes of the Regular Board Meeting, October 19, 2022
- Acceptance of the Financial Reports of October, 2022
- Approval of the General Fund Check Registers since October 19, 2022
- Acceptance of the Bills Payable Report as outlined in the Financial report
- Payroll, IMRF and FICA payments October 2022
- Balance sheet as of October 2022
- FY 2021-2022 YTD Actual vs. Budget

Acceptance of the September, 2022 Statistical Reports

Trustee River motioned and trustee Uecker seconded approval of the consent agenda. Roll call vote, **Ayes:** River, Uecker, Ward, Nowak and Gildart **Nays:** None. Motion carried.

**Old Business**

- ORDINANCE NO. 2022-05, ORDINANCE LEVYING AND ASSESSING TAXES OF HOMEWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024 (action)

Trustee River motioned and Trustee Ward seconded approval of ORDINANCE NO. 2022-05, ORDINANCE LEVYING AND ASSESSING TAXES OF HOMEWOOD PUBLIC LIBRARY

DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024. Roll call vote, **Ayes:** River, Uecker, Ward, Nowak and Gildart **Nays:** None. Motion carried.

- RESOLUTION NO. 2022-01, A RESOLUTION AUTHORIZING THE WITHDRAWAL OF THE HOMEWOOD PUBLIC LIBRARY DISTRICT FROM MEMBERSHIP IN THE GROUP KNOWN AS LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) AND DISSOLUTION OF ALL CONTRACTUAL AGREEMENTS BETWEEN THE HOMEWOOD PUBLIC LIBRARY DISTRICT AND LIRA (ACTION)

Director Waltman explained to the Board of Trustees that although this action was already approved at a previous Board meeting, a letter from LIRA, included in the packet, stated the action must be accompanied by a Board Resolution to be accepted by LIRA.

Trustee River motioned and Trustee Gildart seconded approval of RESOLUTION NO. 2022-01, A RESOLUTION AUTHORIZING THE WITHDRAWAL OF THE HOMEWOOD PUBLIC LIBRARY DISTRICT FROM MEMBERSHIP IN THE GROUP KNOWN AS LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) AND DISSOLUTION OF ALL CONTRACTUAL AGREEMENTS BETWEEN THE HOMEWOOD PUBLIC LIBRARY DISTRICT AND LIRA. Roll call vote, **Ayes:** River, Uecker, Ward, Nowak and Gildart **Nays:** None. Motion carried.

- Carpeting RFP (action)

There was discussion of the RFP for the carpeting and the attorney comments as presented. There was also discussion about working with a project manager. Director Waltman will contact the company that oversaw the bathroom project about overseeing the carpeting project and work with the attorney to firm up the RFP for approval at the next meeting.

Trustee River motioned and Trustee Ward seconded having Director Waltman contact the company that oversaw the Family Bathroom project about overseeing the carpeting project and working with the attorney to firm up the carpeting RFP. All present voted aye. Motion carried.

### **New Business**

- RESOLUTION NO. 2022 – 02 Staff Longevity gifts (action)

There was discussion of the Resolution and slight wording changes to allow for future flexibility.

Trustee River motioned and Trustee Uecker seconded approval of RESOLUTION NO. 2022-02 Staff Longevity gifts, as amended. All present voted aye. Motion carried.

- Staff name tags (action)

There was a discussion of purchasing staff name tags, with various options, including clip on, magnet and/or HPL lanyards. These would be optional for staff and have a replaceable name compartment, that can be changed easily and allow staff to use their own name preference (e.g. "Miss Colleen" or "Ms. Waltman" or "Colleen", or even a department name only if preferred.) There was no action but consensus was that this would be welcome as long as staff have options, and would be helpful for outreach events and staff who want to wear name tags.

- Per capita requirements

Director Waltman shared the per capita requirements for the upcoming report due in January, 2023 and said she would be sending the updated check list for the Standards Guidelines with the December report (as there is no December meeting).

### **Director's Report**

- Staff events and professional development
- Building Needs
- Carpeting RFP
- Landscaping continued
- Lobby camera
- ILA program
- Wellness initiatives

During the Director's report there was discussion of the upcoming FOHL Appreciation dinner on 12/7 from 4-7 pm, which would include Aurelio's pizza and some items from GFS provided by the library, goodie bags and drink items provided by Director Waltman, and a collaborative effort with staff for set up, decorating and clean up. All Trustees area also invited to attend.

### **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

### **Other Discussion**

There was discussion regarding our outdoor lights and facilities staff working on our lighting situation. This is continuing and will continue until it is resolved and all lights are working and may require consultation with several additional parties.

### **Adjournment**

Trustee River motioned and Trustee Nowak seconded adjourning the meeting at 7:40 pm. All present voted aye. Meeting adjourned.