

MEETING MINUTES
HOMWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, February 19, 2020
7:00 P.M.

Call to order

President Adrienne River called the meeting to order at 7:03 p.m. Present were Trustees Nancy Gildart, George Bouchie, Thomas Nowak, Adrienne River, and Percy Harris. Also present was Director Colleen Waltman. The recorders of minutes were Adrienne River, George Bouchie and Colleen Waltman. Trustees Tim Martin and Jacoba Ward were absent.

Introduction of Guests

There were no guests present.

Public Comment

None.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the Board Meeting of January 15, 2020
- Approval of the minutes of the Committee of the Whole January 22, 2020
- Approval of the minutes of the Committee of the Whole February 5, 2020
- Approval of the minutes of Closed Session #1 January 15, 2020
- Approval of the minutes of Closed Session #2 January 15, 2020

Acceptance of the Financial Report of January, 2020

- Approval of the General Fund Check Registers dated 1/16/2020, 1/31/2020, 2/10/2020
- Acceptance of the Bills Payable Report in the amount of \$173,994.00
- Payroll, IMRF and FICA payments January 2020
- Balance sheet as of January, 2020
- FY 2019 YTD Actual vs. Budget

Acceptance of the January 2020 Statistical Reports

Trustees Bouche motioned and Trustee Harris seconded the approval of the Consent agenda with the recommended changes to the meeting minutes.

Roll Call vote: Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye.

Motion carried.

Review Public Comment sheets

All positive – great job to the staff

Old Business

Closed Session

- Pursuant to 5 ILCS 120/2 (c)(11) to consider pending litigation

No closed session took place. There was brief discussion about the logistics of fulfilling the agreement. All agreed verification of receipt was important. The specifics of the transfer of paper work, etc. was determined by third parties days after the meeting so the rest of the discussion turned out to be moot. Trustee Harris moved to approve the proposed settlement agreement as presented and Trustee Nowak seconded. Roll Call vote: Bouchie - aye, Nowak - aye, Gildart- aye, Harris – aye, River-aye. Motion carried.

Old Business (continued)

- Personnel Manual Recommendations

There was some discussion to reworking some of the language in recommendations #1 and #5. Trustee Bouchie motioned and Trustee Harris seconded to approve the recommendations as presented with the reworked language in recommendations #1 and #5. All Trustees present voted aye and the motion carried.

- Trustee By-Law committee of the Whole recommendation (action)

There was some discussion of the Committee of the Whole language presented for addition to the Trustee By-laws. Trustee River expressed interest in reworking the language to make it clearer. Trustee River will work on language that better reflects the use of both and will bring it to the group for consideration.

New Business

Closed Session

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

No closed session took place. The Board reviewed the paper closed session minutes presented and discussed the process for creating additional paper closed session minutes as needed. Additional research regarding these requirements will be sought and discussion will take place at the next meeting regarding next steps.

Trustee Bouchie motioned and Trustee Gildart seconded approval of making the minutes from the following closed session meetings now open with recommended changes as noted: 8/15/18, 10/17/18, 11/10/18, 11/14/18, 12/14/18, 1/9/2019, 2/20/2019, 3/20/2019, 4/17/2019 (changes as noted), 4/30/2019 (changes as noted), 5/1/2019,

5/9/2019, 5/15/2019, 7/17/2019, 8/21/2019. All Trustees present voted aye and the motion carried.

New Business (continued)

- Audit proposals (action)

There was some discussion of the two proposals presented and the cost differential and some aspects of each company. Director Waltman will reach out for an additional audit proposal for consideration. No action was taken.

- Credit Card Policy (action)
- Fund Balance Policy (action)
- Capitalization Policy (action)
- Purchasing Policy (action)

There was some discussion of portions of each of the policies as well as portions of additional policies from other libraries presented and the policies in the Trustee By-laws that address these policies. It was agreed that Trustees will continue to review the policies and suggest best language to include from the policies to create the most effective policies for HPL and revisit the policies at a later time. Additionally, the current credit card use and statements were discussed. Director Waltman offered to include a monthly credit card expenditure break down in the monthly board packet moving forward. No action was taken.

- Close library for in service day Friday, April 24th (action)

Trustee Bouchie moved and Trustee Harris seconded closing the library Friday, April 24th for a staff in service day. All Trustees present voted aye and the motion carried.

Director's Report

- Live and Learn Grant Proposal Committee meeting slated for March 19, 2020
- Names for Statements of Economic Interest submitted
- MOU Vacation letters completed
- Skateboards
- Stolen books returned
- Youth desk success
- 30th Anniversary
- Insurance rates for 2020-2021
- SWAN and EBSCO fees for 2020-2021

There was some discussion of the items listed as well as the new bike locks and the current health insurance and options being pursued. Appreciation was expressed for the detailed report. The Board/Staff "Wordles" for now and 5 years from now were also presented to the Board.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

No reports.

Adjournment

Trustee Harris motioned to adjourn at 8:59 p.m. and Trustee Nowak seconded. All Trustees present and the motion carried.