

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

November 16, 2011

1. CALL TO ORDER:  
President Donna Kassar called the meeting to order at 7:03 p.m.  
Present: Donna Kassar, Claudell Johnson, Bill Spain, Maureen Sypkens, Mary Wajda and Gloria Whitaker.  
ABSENT: Heide Metzger
2. APPROVAL OF MINUTES:  
Maureen Sypkens made a motion to:  
ACCEPT THE MINUTES OF THE OCTOBER 19, 2011 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.  
Gloria Whitaker seconded the motion. Motion carried by roll call vote.  
No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.
3. REPORTS OF THE OFFICERS:
  - A. PRESIDENT'S REPORT: None.
  - B. SECRETARY'S REPORT: None.
  - C. TREASURER'S REPORT: Bill Spain presented the Treasurer's Report for November 2011.
    1. The review of the Resolution dated November 16, 2011 covering expenses for the month of, October 2011 filed under separate cover for audit in the Hillside Public Library were presented:  
EXPENDITURES AS OF NOVEMBER 16, 2011:

GENERAL EXPENSES	\$ 27,006.19
PAYROLL EXPENSES	37,817.17
<u>TOTAL EXPENDITURES</u>	\$ 64,823.36

  
RECEIPTS AS OF OCTOBER 31, 2011:

FINES, FEES AND MISC. INCOME	\$ 2,126.74
GIFTS	
INTEREST INCOME	\$ 46.83
PER CAPITA GRANT	\$ 8,345.26
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$ 100,486.60
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 111,005.43

Transfer \$38,040.22 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR NOVEMBER 2011.

Motion seconded by Mary Wajda. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the November 2011 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

- Doug put together a set of graphs showing the library's circulation. Generally, it is down which is a national trend. Copies were given to the Board.
- Copies of the Library Calendar listing the holiday closings for the Year 2012 were also given to the Board.
- The Library will accept donations of non-perishable food items and/or household products in lieu of fines when overdue materials are returned from December 1<sup>st</sup> through December 15<sup>th</sup>. Donations will also be accepted for outstanding fines on previously returned items. Donations will not be accepted in place of money for lost or damaged materials. Each donated item will clear up to \$1.00 in overdue fines. Donations will then be given to the St. Vincent de Paul Food Pantry.
- The annual Staff Christmas Recognition Bonus was presented to the Board for approval. The amount of the recognition is based on longevity. Bill Spain made a motion to: ACCEPT THE CHRISTMAS BONUS FOR STAFF. Gloria Whitaker seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.
- The design for the Web Site update has been finalized. The design was shown to the Board. The code writing phase will be completed this week. Once the code is finalized and the templates approved, content will begin. The staff will receive training December 2 on how to add content. This should be completed by Christmas.
- The Staff in Service Day held on November 11 was very successful. The program included updates on library services, EBooks and our building status. Team building and communications exercises also contributed a motivating part of the day.
- The Public Library Association (PLA) will hold its biennial conference March 13-17, 2012 in Philadelphia. Doug will be attending this educational conference.

E. COMMITTEE REPORTS

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – None.

3. UNFINISHED BUSINESS – Doug has three quotes from architects to prepare drawings and specifications so that a contractor can make a bid on the roof replacement. The possibility of a Master Plan was also suggested. The Board will focus on research and resume discussion of the many options at a special meeting on Wednesday, December 7<sup>th</sup> at 7:00 p.m.
4. NEW BUSINESS – The Board Holiday get-together will be held on Friday, January 6 at Q's at 6:30 p.m.
5. ANNOUNCEMENTS – Next meeting is January 18, 2012.
6. ADJOURNMENT – A motion was made to adjourn the meeting by Donna Kassar and seconded by Gloria Whitaker. The meeting adjourned at 8:27 p.m.