

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 17, 2013

1. CALL TO ORDER:

Vice President Maureen Sypkens called the meeting to order at 7:05 p.m.

A. Public comments: Visitors are asked to identify themselves by full name and address, at this time and present any issues they wish to discuss.

Comments shall be limited to 5 minutes and the Board President may shorten or lengthen a person's opportunity to speak. No more than 20 minutes shall be allowed to each subject under discussion, except with unanimous consent of the Board.

Present: Bill Spain, Maureen Sypkens, Mary Wajda and Gloria Whitaker.

ABSENT: Donna Kassar, Claudell Johnson, and Heide Metzger

GUESTS: John E. Miller, Financial Advisor, Ehlers

APPROVAL OF MINUTES:

Bill Spain made a motion to:

ACCEPT THE MINUTES OF THE March 20, 2013 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Gloria Whitaker seconded the motion. Motion carried by roll call vote.

No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.

2. 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 April 2013.

1. The review of the Resolution dated April 17, 2013 covering expenses for the month of March 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF MARCH 31, 2013:

GENERAL EXPENSES \$ 20,660.04

PAYROLL EXPENSES 40,694.06

TOTAL EXPENDITURES \$ 61,354.10

RECEIPTS AS OF APRIL 17, 2013:

FINES, FEES AND MISC. INCOME \$ 2,064.73

GIFTS

INTEREST INCOME \$ 70.63

PER CAPITA GRANT \$

REVENUE SHARING \$

TAXES PRIOR YEARS \$

TAXES CURRENT \$

TAXES DEFERRED \$ 338,333.43

CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 340,468.79

2. Ratification and Confirmation of Investments:

Transfer \$30,000.00 from Illinois Funds to Republic Bank.

Transfer \$38,097.52 from Illinois Funds to Republic Bank.

Motion made by Gloria Whitaker to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR APRIL 2013. Motion seconded by Mary Wajda. Motion carried by roll call vote. No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the April 2013 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

- Doug informed the Board that we received \$5,000 for the grant he wrote entitled, "Articulate Voices and the Culture of the Community." The Hillside Public Library will also receive \$8,382.54 Per Capita grant from the State for the fiscal year 2013. The requirements for the 2014 Per Capita grant require the library board to conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area. Essentially this is the first step to doing a new strategic plan, and our strategic plan ends in 2013. What we do for this is what we would be doing for our new strategic plan. Focus groups will be talking to community leaders and trying to find the people who don't use the library and why. Informational Webinars on Environmental Scanning are now available on the Illinois State Library's Public Library Per Capita and Equalization Grants page.
- SWAN decided not to purchase Decision Center and Reporter that provided more specific data regarding the materials our patrons are checking out since the release currently in use is not compatible with these products. They have a new website that provides more up to date information and a help desk system to allow staff to contact SWAN staff regarding a problem. SWAN has a committee researching a new circulation system (ILS). They will make a recommendation to the SWAN board on April 19, 2013.
- We are part of a group of libraries that use SAM for computer reservations and print management. The server for the group had been at Northlake but needs to move out of their library. Originally we elected to move the server to a "server farm" an outside contractor

who would host and maintain the server. SWAN objected to the idea of this server accessing the database with an unsecure line. The following libraries are currently part of this consortium: Melrose Park, Bellwood, Forest Park, Woodridge and Westchester. Northlake is a member but will be withdrawing at the end of their contract. Forest Park has offered to host the server since they are open on Sundays. Versatile will look at the costs of moving, and as an alternative, securing permission from RAILS to host the server at the data center in Burr Ridge. The group will meet at Burr Ridge on April 18th to review our options.

- 2013 ALA Annual Conference takes place in Chicago June 27-July 2. With over 800 exhibiting organizations and multiple pavilions and stages featuring the hottest authors, the exhibit floor offers attendees the opportunity to explore the breadth and depth of library products, services books and online services and the tools and technologies available in today's libraries. Exhibit Hall passes are \$35.00. Maura, Jane and Doug have registered in order to take advantage of the "early bird" rate.

D. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Building

1. Construction Schedule

The contracts with various contractors have gone through our attorney and their architect. We are ready to sign. The work on the roof will begin in May.

B. Accounting Services Transition

A meeting with the QuickBooks Pro produced positive results and should result in a very smooth transition.

NEW BUSINESS

A. Budget FY2013-2014 – The Budget was presented to the Board for discussion and approval. Bill Spain made a motion to: **ACCEPT THE BUDGET FOR FY2013-2014.** Mary Wajda seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.

B. Pass .02% Building & Maintenance Levy – Bill Spain made a motion to: **APPROVE THE .02% BUILDING & MAINTENANCE LEVY.** Gloria Whitaker seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.

C. Pass Resolution to Transfer Interest Accrued in the Unemployment Insurance Fund, Liability Insurance Fund & the Workmen's Comp Fund to the General Operating Fund – Bill Spain made a motion to: **PASS**

RESOLUTION TO TRANSFER INTEREST ACCRUED IN THE UNEMPLOYMENT INSURANCE FUND, LIABILITY INSURANCE FUND & THE WORKMEN'S COMP FUND TO THE GENERAL OPERATING FUND. Maureen Sypkens seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.

ANNOUNCEMENTS –

A. Statement of Economic Interest – Due April 30.

REMINDERS -

Next meeting is Wednesday, May 15, 2013.

ADJOURNMENT – A motion was made to adjourn the meeting by Mary Wajda and seconded by Bill Spain. The meeting adjourned at 8:25 p.m.