

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

July 18, 2012

1. CALL TO ORDER:

President Donna Kassar called the meeting to order at 7:05 p.m.

Present: Donna Kassar, Heide Metzger, Bill Spain, Maureen Sypkens, Mary Wajda and Gloria Whitaker.

ABSENT: Claudell Johnson.

APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE JUNE 20, 2012 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Donna Kassar seconded the motion. Motion carried by roll call vote.

No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

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 July 2012.

1. The review of the Resolution dated July 18, 2012 covering expenses for the month of June 2012 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF JULY 18, 2012:

GENERAL EXPENSES	\$ 31,258.90
PAYROLL EXPENSES	60,619.63
<u>TOTAL EXPENDITURES</u>	\$ 91,878.53

RECEIPTS AS OF JUNE 30, 2012:

FINES, FEES AND MISC. INCOME	\$ 2,158.34
GIFTS	
INTEREST INCOME	\$ 102.47
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 1,525.74
TAXES CURRENT	\$
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 3,786.55

2. Ratification and Confirmation of Investments:

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

Transfer \$42,702.42 from Illinois Funds to Republic Bank.

Motion made by Maureen Sypkens to:  
 APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR JULY 2012. Motion seconded by Gloria Whitaker. 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 July 2012 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

- Doug completed and submitted the Annual Report (IPLAR). This report is used to compare libraries, determine funding, and is aggregated on the Federal level by the Institute of Museum and Library Service. They have three key functions: policy research, program evaluation and data collection to improve library service.
- The Summer Reading Program is in progress. Currently 295 kids are signed up. The program concludes on August 1<sup>st</sup> with a pool party at Adventure Bay Water Park.
- Illinois State Statute requires that a Treasurer's Bond be "not less than 50% of the total funds received by the library in the last fiscal year." Based on our previous years revenue the bond was increased to \$450,000.
- RAILS was being overseen by a temporary Executive Director, Michael Piper. A search for a permanent Director was conducted. Three finalists were identified and interviewed. The position was offered to two candidates, and both of them turned it down. Jane Plass is the new Interim Executive Director.
- The State Library requested proposals to provide statewide delivery service. Once the data about costs and designs for outsourced delivery services is reviewed, there could be some changes on how we handle the delivery of materials from one library to another.
- June Shannon, a longtime member of our library staff passed away. Her family has set up the Shannon Memorial Fund for contributions to be made in June's name to the Hillside Public Library.
- Our annual Book Sale was held on June 22<sup>nd</sup> and June 23<sup>rd</sup>. The sale raised \$210.65.
- Jane Chesham is updating links to databases on the Website.

E. COMMITTEE REPORTS

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – The audit has been completed and we should receive the report shortly. Some changes in procedures will be suggested.

3. UNFINISHED BUSINESS – The Board has listened to presentations by three architectural firms. Based on a scoring system set up by the Building Committee, they have made their selection and will start discussing price.
- F. NEW BUSINESS
1. Maureen Sypkens made a motion to: APPROVE RENEWAL OF THE AUDITING FIRM'S THREE YEAR CONTRACT. Bill Spain seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.
  2. ANNOUNCEMENTS
    1. Next meeting is Wednesday, September 21, 2012.
- ADJOURNMENT - A motion was made to adjourn the meeting by Donna Kassar and seconded by Bill Spain. The meeting adjourned at 7:44 p.m.