

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 17, 2013

1. CALL TO ORDER:

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

ABSENT: Donna Kassar and Heide Metzger.

APPROVAL OF MINUTES:

Claudell Johnson made a motion to:

ACCEPT THE MINUTES OF THE JUNE 19, 2013 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Bill Spain seconded the motion. Motion carried by roll call vote.

No abstentions and no dissensions. 5 Ayes 0 Nays 2 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 July 2013.

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

EXPENDITURES AS OF JUNE 30, 2013:

GENERAL EXPENSES \$ 54,287.10

PAYROLL EXPENSES 41,146.44

TOTAL EXPENDITURES \$ 95,433.54

RECEIPTS AS OF JUNE 30, 2013:

FINES, FEES AND MISC. INCOME \$ 1,933.30

GIFTS

INTEREST INCOME \$ 19.48

PER CAPITA GRANT \$

REVENUE SHARING \$

TAXES PRIOR YEARS \$

TAXES CURRENT \$

TAXES DEFERRED \$

CORPORATE REPLACEMENT TAXES		\$	
OTHER	Insurance - flood damage	\$	5,000.00
	LIMRICC refund	\$	250.00
	<u>TOTAL RECEIPTS</u>	\$	7,202.78

2. Ratification and Confirmation of Investments:

Transfer \$80,000.00 from Illinois Funds to Republic Bank.

Transfer \$41,342.44 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT (WITH QUESTIONS NOTED ON THE TREASURER'S REPORT RE INSURANCE CHECKS RECEIVED AND DEPOSITED) FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR JULY 2013. Motion

seconded by Gloria Whitaker. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.

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

ADMINISTRATIVE LIBRARIAN

- SWAN is in the process of changing the computer system that we use. The new SWAN website was reviewed at a meeting held on July 9th. Since many in attendance attended the ALA Conference, the various ILA products were discussed. The SWAN ILS committee will create seven task force groups that will be present at all vendor demonstrations and will be instrumental in helping to select our next ILS platform.
- On Friday, July 12th, an in-service day was held to clean out the basement which has been unused since the flooding. A dumpster was rented for the disposal of damaged and no longer used items. Maura will be sorting out her materials and reviewing the condition for future use.
- SEDAC is a State agency, part of UIC which provides advice and analyses of public facilities in the State of Illinois to increase the efficient use of energy resources. Our application was approved and Doug supplied them with copies of our energy bills from the past year. Avelino DeVeyra, Research Engineer will do an assessment and then develop a cost benefit analysis of energy saving upgrades. They will assist us in implementation of their recommendations through financial assistance, funding and bid process support.
- The Friends of the Library Bake Sale was very successful. Doug commented on the great level of enthusiasm exhibited by the Friends. Meetings are held on a regular basis.

D. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Building

1. Roof Replacement Status – The roof is incomplete. Doug distributed a summary of the bills. Repairs to the sidewalk are not satisfactory.
2. Boiler Replacement Status – Everything is set to go, and it will be tested when the weather gets colder.
3. Preferred Plumbing will take out a section of pipe and install a cleanout for the sewer at a cost of \$2,200.

B. Basement Repairs

1. Doug asked the Board to what level do we want to do the work beyond replacing the drywall and installing new carpet. A special meeting will be held in August to make the necessary decisions.

NEW BUSINESS

A. Telephone Maintenance Contract – The lease for the telephone system was up and Doug bought the lease for \$250.00, so we own the telephone system. Doug has hired BTS Solutions. They will do maintenance on the phones and keep the system operational and updated at a cost of \$65.00 a month.

B. Toshiba Copier Proposal – Doug presented three Toshiba copier proposals. A decision could not be reached and further research will be done to determine if better prices are available with competing companies.

ANNOUNCEMENTS –

A. Dominican University is offering a Trustee Orientation on July 20 and August 3, 2013.

B. Heide asked if the landscapers were covered by the Prevailing Wage Act. Doug reported that they are not in the situation of a property that is being maintained. They would be if it was an original installation of landscape materials.

REMINDERS – Next meeting is Wednesday, September 18, 2013.

ADJOURNMENT – A motion was made to adjourn the meeting by Claudell Johnson and seconded by Bill Spain. The meeting adjourned at 8:12 p.m.