

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 16, 2012

1. CALL TO ORDER:

President Donna Kassar called the meeting to order at 7:02 p.m.

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

APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE APRIL 25, 2012 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Claudell Johnson seconded the motion. Motion carried by roll call vote.

No abstentions and no dissensions. 7 Ayes 0 Nays.

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 May 2012.

1. The review of the Resolution dated May 16, 2012 covering expenses for the month of April 2012 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF MAY 16, 2012:

GENERAL EXPENSES	\$ 32,564.40
PAYROLL EXPENSES	37,333.97
<u>TOTAL EXPENDITURES</u>	\$ 69,898.37

RECEIPTS AS OF FEBRUARY 29, 2012:

FINES, FEES AND MISC. INCOME	\$ 2,514.88
GIFTS	
INTEREST INCOME	\$ 97.30
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$
TAXES DEFERRED	\$ 5,292.27
CORPORATE REPLACEMENT TAXES	\$ 25,202.53
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 33,106.98

2. Ratification and Confirmation of Investments:

Transfer \$20,000.00 from Illinois Funds to Republic Bank.

Transfer \$55,330.27 from Illinois Funds to Republic Bank.

Transfer \$16,000 within 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 MAY 2012. Motion seconded by Claudell Johnson. Motion carried by roll call vote. No abstentions and no dissensions. 7 Ayes 0 Nays.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the May 2012 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

- Doug informed the Board that he would be the Treasurer of the Library Administrators of Northern Illinois (LACONI) for the upcoming two years.
- Doug was also asked to submit his name to run as the representative of Zone A libraries on the SWAN Board. The SWAN Board meets once a month on Fridays.
- The EEOC (Equal Employment Opportunity Commission) has issued new rules governing criminal backgrounds in the employment process. The net effect is that you are not allowed to ask someone if they have a criminal background until a certain point in the procedure depending on what that particular job is. Doug is putting together a new application form.
- Our circulation statistics for the Fiscal Year 2011-2012 continues to show the trend of loaning out more DVDs than any other category. Youth Books and Adult Books are the second and third highest. There was a slight increase in Youth Nonfiction DVDs and Adult Nonfiction DVDs.

E. COMMITTEE REPORTS

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – Donna Kassar made a motion to: TRANSFER \$350,000 FROM THE LIBRARY FUND TO THE BUILDING RESERVE FUND. Bill Spain seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 7 Ayes 0 Nays.

F. UNFINISHED BUSINESS

1. Three architects have been through the building this week. Two had gone through prior to this. Presentations will be made on May 25th. The Library Board/Building Committee has until June 8th to evaluate, make a decision and interview the three firms selected. Final selection should be on August 1st.

G. NEW BUSINESS

1. The Board discussed the subject of the cost for non-resident library cards. Mary Wajda made a motion to: CHARGE \$272.00 PER

FAMILY. Maureen Sypkens seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 7 Ayes 0 Nays.

H. ANNOUNCEMENTS

1. Next meeting is Wednesday, June 20, 2012.

ADJOURNMENT - A motion was made to adjourn the meeting by Claudell Johnson and seconded by Bill Spain. The meeting adjourned at 8:03 p.m. .