

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 19, 2012

1. CALL TO ORDER:

President Donna Kassar called the meeting to order at 7:05 p.m.
Present: Donna Kassar, Claudell Johnson, Heide Metzger, Bill Spain, Maureen Sypkens, and Gloria Whitaker.

ABSENT: Mary Wajda

GUESTS: None

2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE JULY 18, 2012 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Maureen Sypkens 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 August 2012 and September 2012.

1. The review of the Resolution dated August 15, 2012 covering expenses for the month of July 2012 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF AUGUST 15, 2012:

GENERAL EXPENSES	\$ 27,169.61
PAYROLL	<u>40,562.45</u>
TOTAL EXPENDITURES	\$ 67,732.06

RECEIPTS AS OF JULY 31, 2012:

FINES, FEES AND MISC. INCOME	\$ 2,278.38
GIFTS	
INTEREST INCOME	\$ 94.61
PER CAPITA GRANT	
REVENUE SHARING	
TAXES PRIOR YEARS	774.88

TAXES CURRENT	\$216,128.40
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	
<u>TOTAL RECEIPTS</u>	\$219,276.27

2. Ratification and Confirmation of Investments:
 Transfer \$30,000.00 from Illinois Funds to Republic Bank.
 Transfer \$40,758.45 from Illinois Funds to Republic Bank.
3. The review of the Resolution dated September 19, 2012 covering expenses for the month of August 2012 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF SEPTEMBER 19, 2012:

GENERAL EXPENSES	\$ 20,244.01
PAYROLL	<u>40,522.50</u>
TOTAL EXPENDITURES	\$ 60,766.51

RECEIPTS AS OF AUGUST 31, 2012:

FINES, FEES & MISC. INCOME	\$ 1,973.17
GIFTS	\$
INTEREST INCOME	\$ 108.33
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 1,696.86
TAXES CURRENT	\$185,176.38
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$188,954.74

4. Ratification and Confirmation of Investments:
 Transfer \$27,000.00 from Illinois Funds to Republic Bank.
 Transfer \$40,718.50 from Illinois Funds to Republic Bank.
- Motion made by Claudell Johnson to:
 APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENTS FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTIONS FOR AUGUST 2012 AND SEPTEMBER 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 August 2012 and September 2012 Resolutions and summarized above.

D. ADMINISTRATIVE LIBRARIAN:

- DVD's are still a very popular item along with the use of the computers at the library. Non-fiction was down during the summer months.
- We received an Illinois Freedom of Information Act request which Doug complied with in an electronic format.
- The bin in the lobby for the recycling of electronics has been very popular however there have recently been issues with this program. People unload the bin looking for items they want and a number of large TVs have been left at the front door which is a safety hazard. At times the bin overflows onto the lobby floor. Doug will monitor this through the end of the year and then a decision to cancel or continue can be discussed.
- SWAN held its quarterly meeting in September. They are in strong financial shape and have made the change from RAILS to an independent organization. Recently a Strategic Plan was created. The Plan anticipates switching computer software for circulation (ILS). Several area library systems have already changed their ILS software. Changes to the online catalog will be active shortly, which will provide more information about items, feature a more contemporary design and be more intuitive to use.
- We use a product called SAM to allow patrons to access the computers and to pay for printing. There are 9 area libraries that are part of the consortium and share a server. That server is located at the Northlake Public Library. Rather than buy a new server and hire someone to maintain it, the consortium will pay to have the server hosted by Comprise, which is the company that owns SAM. This should be completed in a month.

- At one point an attempt was made to revive the Friends of the Library group, but that did not happen. Doug received a notice from the IRS requesting that he file a 900 N which he did. We have a couple of options with the Friends group. The group can be dissolved and the funds distributed to the library or the group can continue on a limited basis. The group would have to be restructured, new officers elected, by-laws drafted and meet once a year. This will be discussed at a future meeting.
- The latest edition of the Illinois Library Laws will be available. Doug asked for the Board's input on how many he should order.

E. COMMITTEE REPORTS:

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – The date of the November Board meeting will be changed to November 14, 2012.

F. UNFINISHED BUSINESS :

1. Building –
Owner's Rep/Project Manager – Doug was visited by the Vice-President from FTC Construction Management who will present ideas to the Staff for their input. Project will start March/April next year.
2. The Audit Report was received and acknowledged by the Board.

G. NEW BUSINESS:

1. Per Capita Grant Review – The Review comes up Oct. 15.
2. Library Hours – The Board did not agree to extend the hours for the purpose of reconciling the cash drawer.

ANNOUNCEMENTS – The next meeting is Wednesday, October 17, 2012.

ADJOURNMENT – A motion was made to adjourn the meeting by Maureen Sypkens and seconded by Claudell Johnson. The meeting adjourned at 8:00 p.m.