

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 18, 2015

1. CALL TO ORDER:

President Maureen Sypkens called the meeting to order at 7:01p.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, Mary Wajda, Donna Kassar, Bill Spain, Heide Metzger and Gloria Whitaker.

ABSENT: Claudell Johnson.

GUESTS: W. Britton Isaly, Library's Attorney.

He wanted to introduce himself to those he hasn't met yet and he passed out flip cards of Roberts Rules of Order.

The library could receive ownership of the building. So, it would be helpful to start talking with the village, it's more of a wondering how much money they can raise for the effort. The board is a local library board, under the local library act, so you don't need to use ordinances. The board has its own budget, but works through the levy of the village. We have the right to put out resolutions and motions in written and verbal form. Resolutions express an opinion of the board as a whole and motions are the pieces of business that you have to get done. Resolutions stand as singular opinions or to congratulate someone.

The Friends of the Library, do not need to follow the open meetings act. They also don't need to follow the freedom of information act. It is suggested to invite the Friends of the Library to the board meetings. They act as fundraisers for the library. They sell books and give the money over to the library. It would be nice if the Friends of the Library tells you how much money they have and what they plan to use the money for. We should have follow-ups with them on a regular basis. Let them know of a wish list that you may have. Even if it's a piece of furniture that you may need help with. The Friends of the Library have their own meetings and keep their own minutes. They help to raise money that you don't get through the village. They are vital to fill the holes. Ethically, there isn't a problem with being a board member and a Friend of the Library. Usually you keep separate, but your goals are aligned, looking after the library. The Friends of the Library should vote as a group to give money, rather than an individual promising money. We should make them feel welcome and involved. Donations from

the Friends of the Library can be used on whatever, as long as it benefits the library. The money comes from private donors.

By-laws are important. They keep us consistent with past boards. By-laws are no different than a policy that you pass. New trustees need to be reminded of their duty. They have all of the policies of the library in it. It is something to guide you. It does not have the force of the law.

The agenda is set by the chairman. The president will add or subtract from the agenda. The director is involved. If you have something to talk about, email the president or the director, to see if it can be added. Roll call to open meeting is a good idea. Roll call to vote on finances is a good idea. It is not necessary to do roll call for the minutes. If you are in doubt, do a roll call vote. It is not a problem to record the meeting for the help in doing the minutes. Paperwork from the meetings do not need to be shredded, because they are public records. Materials from executive sessions, should be shredded.

The role of the trustees and director, are that you are the policy makers. Leave it to the staff to do their thing. If you have a problem, go to Doug. The director has the job of hiring to take care of needs. Consent agendas decide to put routine stuff in consent form, (minutes and finances). If everyone agrees to do it, you take what you want out and go around the table and vote to approve the consent agenda as is and everything is approved. Pulled out items go on to a regular agenda. The real purpose of a consent agenda is to reign in the discussion. It forces you to stick to the business. If you pull something off, it better be for a good reason. It might not save that much time. If the meetings are running at about 1 hour, that's appropriate. No calculator tape is required. You are doing the same as the last time, because you know that's what works. You have a written resolution and you can look at that rather than the checks to see if something has been paid. One problem is the categories. Office Expenses doesn't necessarily match what the budget says. You may have a bucket for office expenses, but you may have divided it up into office expenses for staff or office expenses for patrons. It is the board's discretion where you fall in the budget. The board makes the decisions. You have to give a wide discretion to the library director. If anything seems odd, point it out to the director. Accounts can be accessed by the treasurer and the president. They have the signing power. You will be insured for any wrongdoing that may happen. If a credit card deadline doesn't match the board meeting, the board may give authority to sign off on something. A board member may be called into the library, to sign the check. We want to avoid a credit card late fee.

2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to: ACCEPT THE MINUTES OF THE January 21, 2015 REGULAR BOARD MEETING AND FOR THE February 4, 2015 SPECIAL MEETING OF THE HILLSIDE PUBLIC LIBRARY. Bill Spain seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentees.

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 January 2015.

1. The review of the Resolution dated February 18, 2015 covering expenses for the month of January 2015 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF JANUARY 31, 2015:

GENERAL EXPENSES	\$ 23,709.88
PAYROLL	<u>\$ 44,843.85</u>
TOTAL EXPENDITURES	\$ 68,553.73

RECEIPTS AS OF FEBRUARY 18, 2015:

FINES, FEES AND MISC. INCOME	\$ 1,421.22
GIFTS	\$

INTEREST INCOME	\$ 14.30
	PER

CAPITA GRANT	\$
REVENUE SHARING	\$

TAXES PRIOR YEARS	\$
TAXES CURRENT	\$
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER E-COMMERCE	\$ 315.30

<u>TOTAL RECEIPTS</u>	<u>\$ 1,750.82</u>
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2. Ratification and Confirmation of Investments:

Transfer \$40,000.00 from Illinois Funds to Republic Bank.

Transfer \$43,674.92 from Illinois Funds to Republic Bank.

Motion made by Donna Kassar to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENTS FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTIONS FOR FEBRUARY 18, 2015.

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

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

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the February 2015 Resolutions and summarized above.

D. ADMINISTRATIVE LIBRARIAN:
SWAN-SIRSI Migration Update

SWAN decided to create instructions and video tutorials for the 1 million registered patrons in SWAN. So a new website was created for patrons!

Following the implementation of SirsiDynix in April, all patrons will be required to reset their four digit PIN numbers for their library card accounts. Instructions will be provided. To assist with the transition, patrons should also create a new bookmark to the catalog on their preferred web browser.

The goals of the new website are the following:

- * The audience will be the public, so avoid all the confusing jargon.
- * The new website will provide a starting point for helping patrons, but it will be up to library staff to work directly with patrons when dealing with questions about PINs, accounts, etc.
- * Keep it simple.

We are happy to announce the new website is now ready and is referenced on all the February bookmarks we received. <http://new.swanlibraries.net/> On April 14th the website will also work with the domain name www.swanlibraries.net and continue to operate under the "new" website name for several months. As more features become available to the public in the Enterprise catalog, we will use the website to help announce them and provide guidance.

Schedule for the migration is set for us to stop entering new items into the catalog on April 4th and on April 11th we move to offline circulation, which means that new DVDs cannot be checked out, library cards cannot be renewed or issued, and nothing can be checked in. April 14th is the "go live" date.

Doug has signed and returned the required ProPay contract as approved at our January meeting. At that meeting the amount of fines owed to library was asked. Counting only patrons owing \$10.00 or more the library has accrued fines from 2008 to 2014 of \$33,049.93. Library staff training is continuing both online and at the library system for in person classes.

Access to a test server has been created so staff can practice with actual records from our system.

RAILS

Doug watched the 2015 Illinois State Library E-rate Consortium – An Information Session webinar which explained the changes to the e-rate program on Tuesday, January 27, 2015 at 4pm. The requirement that all library computers must be filtered is still in place. In addition outside filtering software must be used rather than using ICN as a filter.

English as a Second Language (ESL) Classes – Still going

Maura Terrado is finishing up what she can do. She is training David on cataloging of juvenile books.

Tax Forms – The Federal 1040, 1040 A and 1040 EZ tax forms arrived as did the Illinois 1040 forms with a few instructions. Jane Chesham drove to the IRS office and was able to pick up instruction booklets for the Federal 1040 and 1040 A. Printed out instructions for the 1040 EZ. We now have at the circulation desk a reference copy for patrons to use in the library. In addition, we have three copies of the 1040 and 1040 A instructions for Hillside library card holders to check out for three days.

E. COMMITTEE REPORTS:

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

4. UNFINISHED BUSINESS:

A. Building:

National IPA is a cooperative purchasing organization dedicated to serving: City/Local Government, County Government, State Government, Public and Private Educational Institutions and Systems, Special Districts, Government-Education Healthcare Entities and Nonprofits.

All agreements offered through National IPA have been awarded via a thorough Request for Proposal (RFP) competitive solicitation by a public agency/governmental entity (e.g. state, city, county, public university or school district).

Job Order Contracting/Emergency Preparation (JOC) is competitively solicited and awarded by: County of DuPage, IL, Contract #CP-001-12. Contract Term: January 1, 2012 – December 31, 2016.

Job Order Contracting (JOC) is a delivery method that helps streamline and expedite the procurement and execution of small to medium renovation/repair construction projects, such as roof repairs,

interior and exterior renovations, emergency repairs and medium-sized additions.

Benefits include:

- Single management point for all JOC Work
- Eliminates the typical 6-month procurement of RFP cycle
- Reduces or eliminates change orders
- Complete project coordination = maximize budgets
- Local and small business opportunity through multiple qualified, vetted subcontractors, some with SDB and M/WBE designation
- Pricing based on RS Means Unit Price Book and coefficients customized across the U.S.
- Disaster & Emergency Response Contractor for both planning and recovery
- Great for Sustainable or “Green” projects
- KBR is a 26-year experienced JOC veteran

Paint all walls, frames, wall papered walls, and over murals: \$34,500.00. Ceiling tile paint and add the new 12 or so that are missing: \$29,500.00. HVAC conversion from blades to 2x2 diffusers: \$4,400.00.

Move stacks: Remove old carpet, skin the entire floor, install 2’x2’ 20 oz. carpet tile. Move stacks and install carpet with stacks being moved: \$76,000.00.

Not moving stacks: Remove old carpet, skim the entire floor, install 2’x2’ 20 oz. carpet tile. Not moving stacks, cut around, seal all the stacks with plastic so the dust doesn’t get all over the books, move some furniture, desk, chairs, etc. done by the carpet company: \$57,700.00.

All work is during the day, Monday – Friday and April 11th (Saturday). We will provide dumpsters.

No lead asbestos or wall base is included in the prices. Moving the wall shelves, books, or computers is the responsibility of the library.

Summary:

Paint: \$34,500.00

Ceiling tile: \$29,500.00

HVAC: \$4,400.00

Total: \$68,400.00

Carpet:

Move stacks: \$76,000.00

Total: \$144,400.00

Not moving stacks: \$57,700.00

Total: \$126,100.00

It will take 2 weeks to finish the work, if the library does not close and 1 week if the library closes. It would bring the cost down to have the library closed. Tearing up the old carpet will send up dust. There is also concern about the damage under the carpet, due to the water

hitting the main section of the library. Along with the contractor's availability, also take into consideration Spring Break, as to when to close and have the work completed. The paint colors will be neutral. Doug will get the contractor's schedule and the cost and speed difference. If there is a significant cost or speed difference, a special meeting will be held or it will be discussed at the next board meeting.

Mary Wajda made a motion to: ACCEPT THE MOVING OF STACKS. Gloria Whitaker seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentees.

5. NEW BUSINESS:

A. By-Laws Review – The by-laws reflect how the board actually works. Nominating committee meeting work is handled at the board meeting. They felt it essential to make the suggested changes, by cleaning up the language. There are no major changes. The changes that are in line with the way that the law is written now. Tax objections are usually the objections that come from the school districts. W. Britton Isaly will have the tax objection and tax appeal people provide a more detailed memo regarding what they do, what to avoid and what to pay attention to, for the next board meeting, to explain in general terms.

B. Budget Process – We want to get a committee together. We always quote the Roberts Rules of Order. Robert Rules of Order (flip card) explains if something is debatable or not and who to take in turn. It is used for a faster way to access motions. The idea is that you recognize that each person has a say and everyone is heard.

6. ANNOUNCEMENTS: None.

7. REMINDERS: The next meeting is Wednesday, March 18, 2015.

8. ADJOURNMENT: A motion was made to adjourn the meeting by Bill Spain and seconded by Donna Kassar. The meeting adjourned at 8:29 p.m.