

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

MARCH 18, 2015

1. CALL TO ORDER:

President Maureen Sypkens called the meeting to order at 7:03 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, Donna Kassar, Bill Spain and Gloria Whitaker.

Absent: Mary Wajda, Heide Metzger and Claudell Johnson.

Guests: Kelly Mathieu, President of the Friends of the Library.

2. APPROVAL OF MINUTES:

Donna Kassar made a motion to:

ACCEPT THE MINUTES OF THE FEBRUARY 18, 2015 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

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

4 Ayes 0 Nays 3 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 March 2015.

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

EXPENDITURES AS OF FEBRUARY 28, 2015:

GENERAL EXPENSES	\$ 34,019.96
PAYROLL EXPENSES	43,411.15
<u>TOTAL EXPENDITURES</u>	\$ 77,431.11

RECEIPTS AS OF MARCH 18, 2015:

FINES, FEES AND MISC. INCOME	\$ 1,726.77
GIFTS	\$

INTEREST INCOME	\$ 14.50
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$

TAXES CURRENT	\$ 810.03
TAXES DEFERRED	\$ 163,673.96
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$

TOTAL RECEIPTS \$ 166,225.26

2. Ratification and Confirmation of Investments:

Transfer \$24,000.00 from Illinois Funds to Republic Bank.

Transfer \$43,364.10 from Illinois Funds to 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 MARCH 2015. Motion seconded by Donna Kassar. Motion carried by roll call vote. 4 Ayes 0 Nays 3 Absentees.

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

D. ADMINISTRATIVE LIBRARIAN

1. SWAN-SIRI Migration Update

a. Circulation changes

The final version, SWAN WorkFlows 3.5GA, will be installed on all staff computers by the end of next week. From April 1st – April 13th, tech services staff cannot enter new items, but they can process things. The data migration will be completed in two phases, because of the size of the information. It will take 6.5 days for the two computers to sync. The second phase will start on the evening of April 10th and will end prior to going live on April 14th. Begin using the offline version of it. No one can check out material at this time. Items cannot be checked in either. Due dates have been changed on a lot of items, so they will not be due during this time. A patron purge will also take place on those current patrons who have not used their card in three years and have no money owed. Patrons will still have access to the online card catalog, but it will not be live. Wish Lists will not be exported. PIN #'s will need to be set-up by the patrons. Each library will be tracked and any money owed to another library by our patrons, we are responsible for.

b. Training Progress

c.

2. RAILS

They have ongoing projects, but nothing that really impacts us at this point.

3. Scanner/Fax Machine

The old fax machine died. They decided on a machine, from a company, TBS, which allows patrons to scan. It is simple to use and is a touch screen. The machine is made primarily for libraries. It allows you to scan to a document, it is then sent to the service, converted to a fax and then is sent to a phone number. It takes the place of a scanner and a fax machine. It accepts change or money that is on a library card.

4. LACONI Trustee Dinner

The 2015 Annual Library Trustee Banquet is on April 17th. John H. Falk, PhD. is the featured speaker. He will be talking about how libraries can develop more museum-like features.

5. Employee Manual Update

E. COMMITTEE REPORTS

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

4. UNFINISHED BUSINESS:

A. Building

1. Renovation Project Status

We received a very in-depth estimate on all the work that needs to be done. No permit is needed for the renovation. Dumpsters will be provided. The library is responsible to remove all exterior wall mounted shelves and the material on them. If the library stays open during construction, the work will take about two weeks. Closing would save money and the work would get done faster. Tearing up old carpeting will stir up dust. If the library stays open during construction, some concerns are that the paint fumes, dust, debris, movement and noise is not ideal working conditions for the staff or ideal for the patrons. It would be preferable to have the work done prior to the beginning of the summer programs.

Maureen Sypkens made a motion to:

ACCEPT THE KBR BID WITH A CAP OF \$200,000 WITH THE PLAN TO CLOSE THE LIBRARY TO PATRONS FOR APPROXIMATELY 1 WEEK, WHILE OFFERING STAFF THE OPTION TO USE VACATION/SICK TIME OR THE OPTION TO WORK ALTERNATIVE JOB DUTIES WHILE RENOVATION IS OCCURRING.

Bill Spain seconded the motion. Motion carried by roll call vote.
4 Ayes 0 Nays 3 Absentees.

2. Elevator Modifications

The work was almost finished, but then they needed a part. The ladder is too close to the wall, per OSHA, so they need to bring the ladder out. It is not major construction. The elevator is currently working.

B. By-Laws Review

They struck section 7 on page 2, because there are state ethic laws. Library trustees serve without pay or compensation. Language was added on page 2, section 5, regarding the Treasurer shall be bonded. On page 3, section 6, it was added to "See Appendix 1". On page 4, change section 9 to section 8. On page 1, section 2, should "Hillside Public Library" be changed to "Village of Hillside"? The board reserves the right to use the consent agenda.

5. NEW BUSINESS:

A. Budget-Preliminary

As of May 20, 2015, based on projections, we would have a balance of \$1,141,144.93. Part of that comes from an anticipated net income of \$116,410.23. The library fund balance transfer is whatever number you want to transfer out into the capital reserves fund. In 2016, based on the preliminary budget we will have \$212,000 leftover at the end of the year, give or take. And the library fund balance at the end of May 2016 will be \$1,069,678.00.

B. Building Maintenance Ordinance

Maureen Sypkens made a motion to:

ACCEPT THE RESOLUTION FOR THE LEVY WITH AN
ADDITIONAL TAX OF .02% FOR LIBRARY PURPOSES.

Bill Spain seconded the motion. Motion carried by roll call vote.
4 Ayes 0 Nays 3 Absentees.

6. ANNOUNCEMENTS: None.

7. REMINDERS: The next meeting is April 15, 2015.

8. ADJOURNMENT – A motion was made to adjourn the meeting by Gloria Whitaker and seconded by Donna Kassar. The meeting adjourned at 8:54 p.m.