

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

APRIL 15, 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: Claudell Johnson, Gloria Whitaker, Mary Wajda, Maureen Sypkens, Bill Spain and Donna Kassar.

2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

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

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

5 Ayes 0 Nays 0 Absentees.

3. REPORTS OF THE OFFICERS:

A. PRESIDENT'S REPORT: None.

B. SECRETARY'S REPORT: The results of the Hillside Public Library Consolidated Election for the position of Trustee are as follows:

William J. Spain	289	32.22%
Mary Wajda	299	33.33%
Gloria Whitaker	305	34.00%
Write-in	4	.45%

C. TREASURER'S REPORT: Bill Spain presented the Treasurer's Report for April 2015.

1. The review of the Resolution dated March 31, 2015 covering expenses for the month of March 2015 filed under separate cover for audit in the Hillside Public Library was presented:

EXPENDITURES AS OF MARCH 31, 2015:

GENERAL EXPENSES	\$ 19,959.23
PAYROLL EXPENSES	\$ 45,664.05
<u>TOTAL EXPENDITURES</u>	\$ 65,623.28

RECEIPTS AS OF APRIL 15, 2015:

FINES, FEES AND MISC. INCOME	\$ 1,899.64
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GIFTS	\$	
INTEREST INCOME	\$	25.71
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	0.65
TAXES CURRENT	\$	3,429.64
TAXES DEFERRED	\$	319,136.14
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	

TOTAL RECEIPTS \$ 324,491.78

2. Ratification and Confirmation of Investments:

Transfer \$35,000.00 from Illinois Funds to Republic Bank.

Transfer \$64,753.36 from Illinois Funds to Republic Bank.

Transfer \$24,000.00 from Republic Bank Money Market 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 APRIL 2015. Motion seconded by Claudell Johnson. Motion carried by roll call vote. 6 Ayes 0 Nays 0 Absentees.

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

D. ADMINISTRATIVE LIBRARIAN

1. SWAN-SIRSI Migration Update

As of today, there was normal circulation in the morning. But from 5pm – close, they must halt activity on the server. Nothing can be checked in and they cannot register new patrons. They will return to normal circulation in the morning. Some problems have been holds disappearing and PIN #'s have been reset to the last 4 digits of your phone number. If someone changed their phone number or no longer has the phone number working, since they got their library card, their PIN #'s have been reset. For a migration of this size, the transition has gone rather smoothly. They will have to compile statistics for April.

2. RAILS

RAILS is undertaking a major redesign of our website and is also scheduling a variety of networking events.

3. Statement of Economic Interest

All Statements of Economic Interest are due on May 1.

4. Calendar of Board Meetings for the next fiscal year
 - May 20, 2015
 - June 17, 2015
 - July 15, 2015
 - September 16, 2015
 - October 21, 2015
 - November 18, 2015
 - January 20, 2016
 - February 17, 2016
 - March 16, 2016
 - April 20, 2016
5. Closed Sessions review: Nothing to review.

E. COMMITTEE REPORTS

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

4. UNFINISHED BUSINESS:

A. Building

1. Renovation Project Schedule

Renovations will start on Monday, April 20th at 7pm. They will start with tearing out the ceilings, doing the HVAC and painting. They will be working from 7-10pm without the public here. They will start in the Children's section, moving on to the magazines, then Fiction and computers. Carpet will be the last section of the renovation and also the messiest part of the job. We will know on a day to day basis, as to what work will be done the next day. Work must be done by May 26th! An Open House event, to kick off the summer reading program and to let the public see the completed renovations is being considered sometime during May 20th – Memorial Day.

2. Renovation Project layout and changes or modifications

B. Board By-Laws

Linda Gould will need to come to a board meeting within 60 days of the election, so that Bill Spain, Mary Wajda and Gloria Whitaker can take their oath and be sworn in.

Bill Spain made a motion to:

APPROVE THE CHANGES MADE TO THE BY-LAWS.

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

6 Ayes 0 Nays 0 Absentees.

5. NEW BUSINESS:

A. 2015-2016 Budget

Doug started out with income. You don't know how much you can spend until you know how much you have to spend. The less you put

in special funds, the more you put in the library funds. For all expense items, we have more than enough money coming in to cover those. Fregal is the company being used so that patrons can listen to or download music. The library pays \$2,600, instead of being charged per download. Patrons are able to download 3 songs or listen to music for 3 hours a week, for free. The downloaded music can be saved to their computer and then moved to their phone. There are 8 million songs available. Patrons will be able to access this from a link on the library's website and then login with their barcode and PIN #. There is no cap on song downloads.

Zinio is the company being used to view online magazines via your computer or phone. You can receive a notice, that there is another magazine that you can download. They stay on your computer as long as you want. There is no limit on downloading magazines.

There is \$200,000 in the building reserve fund for the building project. \$31,000 for computers, is coming out of the reserve. At the end of this year, we will see what we have left in the library fund and move that into the building reserve fund.

Doug took from May 1, 2014 from our audit and took what our expenses are and projected them to the end of the year. That gives us a projected fund balance come May 1st.

Chairs and couches are the items most needing to be replaced. There is \$11,800 in the regular budget and \$11,700 in the construction budget, to replace furniture, so \$23,500 in total. If there is money left over from the construction, we could consider using that towards replacing furniture.

In the per capita grant, we have \$10,000 to develop some type of study spaces. There are many variations to develop the study spaces.

Mag boxes are being considered to shelve magazines easier.

Bill Spain made a motion to:

ACCEPT THE ANNUAL BUDGET FOR 2015/2016.

Maureen Sypkens seconded the motion. Motion carried by roll call vote.

6 Ayes 0 Nays 0 Absentees.

B. Transfer of Interest Accrued in Special Funds

Bill Spain made a motion to:

APPROVE THE RESOLUTION FOR TRANSFER OF SURPLUS INTEREST.

Donna Kassar seconded the motion. Motion carried by roll call vote.

6 Ayes 0 Nays 0 Absentees.

6. ANNOUNCEMENTS:

Effective immediately, Heide Metzger has resigned as the secretary of Hillside Public Library Board of Directors. Her vacancy will be posted on the library's website, monitors in the library and also included in the library mailer. The librarians may also have suggestions for her replacement. Let Doug know if you have any suggestions or an idea of someone to fill the position. There must be a formal vote to appoint the new candidate.

7. REMINDERS: The next meeting is May 20, 2015.
8. ADJOURNMENT – A motion was made to adjourn the meeting by Claudell Johnson and seconded by Donna Kassar. The meeting adjourned at 8:03 p.m.