

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

NOVEMBER 18, 2015

1. CALL TO ORDER:

Maureen Sypkens called the meeting to order at 7:05 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: Gloria Whitaker, Maureen Sypkens, Dan Bindert, and Bill Spain.

Absent: Donna Kassar, Claudell Johnson, Mary Wajda

Guests: Jane Chesham, Adult Services Librarian

2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE October 21, 2015 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Bill Spain seconded the motion. Motion carried by roll call vote.

4 Ayes 0 Nays 3 Absentees.

Absent: Donna Kassar

Guests: Linda L. Gould, Village Clerk

9. 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 October, 2015.

1. The review of the Resolution dated September 16, 2015 covering expenses for the month of September 2015 filed under separate cover for audit in the Hillside Public Library was presented:

EXPENDITURES AS OF SEPTEMBER 30, 2015:

GENERAL EXPENSES	\$ 38,846.86
PAYROLL EXPENSES	\$ 44,349.75
<u>TOTAL EXPENDITURES</u>	\$ 83,196.61

RECEIPTS AS OF October 21, 2015:

FINES, FEES AND MISC. INCOME	\$ 1676.79
GIFTS	\$

INTEREST INCOME	\$ 54.77
PER CAPITA GRANT	\$

REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 3,626.67
TAXES CURRENT	\$ 18,260.49
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 23,618.72

2. Ratification and Confirmation of Investments:

Transfer \$26,000.00 from Illinois Funds to Republic Bank.

Transfer \$44,551.15 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 APRIL 2015. Motion seconded by Maureen Sypkens. Motion carried by roll call vote. 5 Ayes 0 Nays 1 Absentees.

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

D. ADMINISTRATIVE LIBRARIAN

1. SWAN-SIRSI Migration

The SWAN Quarterly Meeting is December 3, 2015. A number of staff have attended "Enterprise Tips and Tricks Forum" presented by SWAN to let library personal share methods and tips. SWAN is collecting information on staff and user needs in Enterprise. In addition to library visits, user testing, and feedback sent to help@swanlibraries.net, SWAN is releasing a series of four short surveys on Enterprise. As part of our ongoing data cleanup to improve Enterprise, SWAN will be reconfiguring Item Category 1 and the related format facet in Enterprise. We are also considering adding new facets and changing the labels on the Include and Exclude buttons. Please let us know which facets and specifically which format options would be most useful to you and your patrons

Circulation Managers workshop SWAN announced a new Workflows feature ---SMS Message. With SMS Message staff can send a message to an individual patron that has opted-in to SMS Messaging and the SMS Manual Message in particular. This feature should prove to be handy when a patron has left something at the Circ desk or if you have a short message to send to them. You might want to test this feature out at your library by

having a staff member opt-in and then sent them a quick test message

2. ESL Program

The Illinois State Legislature has not approved a budget for the state. Because funds are not being released to community colleges triton is not able to commit to ESL classes continuing past December. We have two full classes and would like to maintain the community connections these classes foster. If Triton were not able to fund these classes the library may handle this similar to summer session. We paid the teacher and provided the room; however, students do not receive credit for the class through Triton. For most students this is not a major issue.

A Triton representative spoke to the students about the bridge program which helps students earn a GED and make the transition to community college if they have that goal. At this time only one company has the GED testing and they are expensive and offer no Spanish version. Several companies have announced that they have been approved to offer GED classes and will begin to offer tests in Spanish.

3. Hat and Mitten Drive

Each year at Christmas we have collected food for local pantries. This year we are proposing a Hat and Mitten drive. If a patron donates a new hat or pair of mittens they will receive two dollars off their fines. This is for overdue fines and not for lost items. The mittens will be donated to an organization affiliated with PADS.

In the past people would donate food that was expired or of very low quality, i.e. Ramen soup. Many patrons with very large fines would hold off until the food drive to handle their fines. By donating a 25¢ item they would eliminate \$1.00 on fines. We hope this change will provide needed winter clothing and maintain the integrity of our fine system.

4. Staff Reorganization

Jane Chesham, the Adult Services Librarian announced that she will be retiring in early 2016. She will work with the director and other staff to ensure a smooth transition. The exact date will be determined based on library need and IMRF recommendations. Jane has been with the library 19 years and the board expressed their gratitude for the excellent service she has provided to patrons over the years. They were sorry to know that she will be leaving but happy for her to begin the next chapter in her life.

E. COMMITTEE REPORTS

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

10. UNFINISHED BUSINESS:

A. Employee Handbook revision proposal

Director Losey received a proposal from the Management association of Illinois to review our current Employee Handbook after we have made updates to ensure that it is satisfying current laws, regulations, and court decisions. The cost of this review is \$3200 and takes about 6-8 weeks to review and recommend changes. The board agreed that this was an acceptable amount and necessary to insure we are currently following all HR related rules and procedures.

B. Building and interior renovations status

Nearly all the major renovation has been completed and that the remaining work is adding the final conveniences and touches necessary to make it a completed project.

11. NEW BUSINESS:

A. Approve Resolution for changes to LIMRiCC By-laws and Intergovernmental Agreement

The changes to the agreement affect the portion dealing with the self-insured Health Insurance pool and did not affect our participation in the Unemployment Insurance pool. Gloria Whitaker made a motion to approve the LIMRiCC By-laws and Intergovernmental Agreement changes. Bill Spain seconded the motion. Motion carried by roll call vote.

4 Ayes 0 Nays 3 Absentees.

B. Christmas Bonuses

The annual Christmas Bonuses were discussed and not changed. Because of staff changes the total amount was less than last year. Bill Spain made a motion to approve annual Christmas Bonuses. Dan Bindert seconded the motion. Motion carried.

4 Ayes 0 Nays 3 Absentees.

C. Board Dinner

The annual board dinner was discussed and restaurant options were mentioned. There was discussion about the lack of restaurant option in Hillside and that the dinner could be held at a restaurant not in Hillside. The restaurant Claim Jumpers in Lombard was agreed to as the location and the date was for Saturday, January 16th at 7:00 PM.

D. PLA- Denver

Director Losey mentioned that the Public Library Association Conference was going to be held this year on April 5-9 in Denver Colorado. This conference is held every two years and is considered one of the best learning and networking experiences for librarians. Director Losey would like to have the board consider his attending the conference.

12. ANNOUNCEMENTS:
13. REMINDERS: The next meeting is January 20, 2016 at 7:00 PM.
14. ADJOURNMENT – A motion was made to adjourn the meeting by Gloria Whitaker and seconded by Maureen Sypkens. The meeting adjourned at 8:02 p.m. Motion carried by roll call vote.
4 Ayes 0 Nays 3 Absentees.