

**HILLSIDE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
September 21, 2016

**A. CALL TO ORDER:**

Maureen Sypkens called the meeting to order at 7:08 p.m.

- 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, Gloria Whitaker, Bill Spain, Mary Wajda, Donna Kassar

Absent: Claudell Johnson & Dan Bindert who arrived at 7:18 PM

**B. APPROVAL OF MINUTES:**

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE JUNE 15, 2016 & JULY 20, 2016  
REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY

Mary Wajda seconded the motion. Carried by voice vote.

6 Ayes, 0 Nays, Absentee 1.

**C. REPORTS OF THE OFFICERS:**

1. PRESIDENT'S REPORT: None.

2. SECRETARY'S REPORT: None.

3. TREASURER'S REPORT: Bill Spain presented the Treasurer's Report for September 21, 2016

a) The review of the Resolution dated September 21, 2016, covering expenses for the month of July, 2016, & August, 2016, filed under a separate cover for audit in the Hillside Public Library were presented:

b) Motion made by Maureen Sypkens to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR SEPTEMBER 21, 2016.

Motion seconded by Gloria Whitaker.

Motion carried by roll call vote.

Maureen Sypkens-Aye, Gloria Whitaker- Aye, Bill Spain- Aye, Mary Wajda-Aye, Donna Kassar- Aye, Dan Bindert- Aye.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the September 21, 2016 Resolution and summarized below.

c) Review of Bills and Financial Accounting:

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**EXPENDITURES AS OF AUGUST 31, 2016**

GENERAL EXPENSES		\$27,159.38
PAYROLL EXPENSES		\$43,880.07
	<u>TOTAL EXPENDITURES</u>	\$71,039.45

**RECEIPTS AS OF SEPTEMBER 21, 2016**

FINES, FEES & MISC. INCOME		\$1,997.15
GIFTS		\$0.00
INTEREST INCOME	Interest on taxes \$3.07	\$305.28
	Republic Bank \$1.62	
	Illinois Funds Reinvest	\$300.59
PER CAPITA GRANT		\$
REVENUE SHARING		\$
TAXES PRIOR YEARS- 2008		\$ 556.11
TAXES CURRENT		\$305,415.24
TAXES DEFERRED		\$
CORPORATE REPLACEMENT TAXES		\$
OTHER		\$
	<u>TOTAL RECEIPTS</u>	\$ 308,273.78

**2. Ratification and Confirmation of Investments:**

BANK: Illinois Funds to EXPENSE ACCOUNT

ACTIVITY: 1) Transfer \$0.00 to Republic Bank  
2) Deposit  
3) Other

BANK: Illinois Funds to PAYROLL ACCOUNT

ACTIVITY: 1) Transfer \$0.00 to Republic Bank  
2) Deposit  
3) Other

BANK: Republic Bank EXPENSE ACCOUNT to PAYROLL ACCOUNT

ACTIVITY: 1) Transfer \$45,227.93 to Republic Bank  
2) Deposit  
3) Other

**D. ADMINISTRATIVE LIBRARIAN**  
**SWAN**

SWAN has hired five new employees, two are in the bibliographic services department. Bibliographic services refers to cataloging and they are responsible for maintaining the records of all the items in the catalog. The other new employees are part of the member services department which handles resource sharing, cost sharing, and centralized software services. Additionally they handle questions about the use of SWAN software, training, or documentation.

SIRSI has made several improvements to the software. Staff can now login to their computer and be automatically logged into SIRSI so they don't need additional logins. They have also made it possible to increase the size of the fonts in the various icons in the staff module. Additional changes include security improvements, more options for renewal dates, and the creation of groups (family cards).

The SWAN move to space outside the RAILS building has been delayed until late November or December. The servers are remaining at RAILS in Burr Ridge and this delay is not unwelcomed by the IT group. BLUEcloud Analytics Classes have been scheduled for training on this new reporting tool. BLUEcloud Analytics will provide current data on the collection and circulation. This tool is supposed to give use the ability to analyze data in more ways and at a more granule level.

SWAN has signed an Intergovernmental Agreement with the leadership of the LINC and MAGIC consortiums. This is a formal step to LINC and MAGIC libraries to joining SWAN. RAILS issue LLSAP Grants, which will play an important part in the costs associated with 20 plus libraries joining SWAN. I am on the Fee Committee and we are looking at a membership fee structure for the FY 2019 period. SWAN froze the fees to member libraries for 2016 through 2018 in part because the fee structure used was no longer applicable to the SIRSI model.

**RAILS**

RAILS plans to continue LLSAP grants; LINC and MAGIC joining SWAN will be a major priority for this grant, although it may not happen until 2018–2019. They are developing a new funding formula and will eventually institute a new method of calculating funding. This will affect the membership fees that SWAN member libraries pay for SWAN services

Expand statewide access to e-content through RAILS group purchase program, eRead Illinois and other e-initiatives. The eRead program utilizes Baker and Taylor's Axis 360 platform. The cost of joining the eRead program for Hillside is \$789.00 plus a one time fee of \$250.00 platform fee. This is for the shared group of items, which is similar to the Media on Demand model. The eRead Axis 360 collection also utilizes the help of guest selectors and title recommendations from participating libraries. Currently the shared collection consist of 21,153 unique titles, and includes additional copies of unique titles to be the total to 23,728. In addition the library can purchase a set of additional books, available only to their patrons for an additional \$750. This additional collection is called the unbound collection.

**SUMMER READING**

Our summer reading program went well with total signups for the youth age group at 118.

Signed Up:	118	
Did Not Complete:	71	(60%)
Completed:	47	(40%)
	Signed Up	Did Not Complete
Completed		
Age 3 – Kindergarten:	26	17
9		
Grades 1 – 2:	21	13
8		
Grade 3: 5 (12)	17	12
5		
Grades 4 – 5: 19 (16)	35	16
19		
Grade 6: 6 (13)	19	13
6		

Our summer reading program also went well with total signups for the young adult group

Signed up	59	
Did not complete	40	
Completed	19	(32%)
	Signed Up	Did Not Complete
Completed		
Grades 7-9	50	35
15		
Grades 10-12	9	6
		3

**IN-SERVICE DAY**

The library held an in-service day for August 12<sup>th</sup>. An A to Z representative attended and showed the staff how to use the new database. She presented many of its capabilities and how to search in the database. Kathy and Maura attended a workshop called “Preparing for Active Shooter Situations” on August 4<sup>th</sup>. The work shop was led by a senior executive responsible for the FBI’s Active Shooter Initiative and 19-year veteran of the FBI. They reported back how to handle these situations. Recent shootings have highlighted the difficulty in planning for an event that is random and chaotic. What is a good survival strategy in one situation may not be good in another. Certain common techniques and procedures were reviewed.

We also discussed a Blu-ray DVD procedure, using a shift change book for issues, service calls, problems. The staff also suggested modifications to our unattended child policy and present for board approval. Also discussed was the recently availability in SIRSI for groups, which is usually used for families. We have initiated many of these already.

**HOLIDAY SCHEDULE**

We have a unique situation this year with the calendar and how Christmas Eve and New Year's Eve Day fall on a Saturday. Our policy manual contains the following statement:

The Library shall be closed for the following ten holidays:

New Year's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	New Year's Eve Day

If one of these holidays should fall on a Sunday, the Library will be closed the following Monday. If a holiday should fall on the regularly scheduled day off (except Saturday) of a full time staff member, that person shall be given an extra day off within one month of the holiday.

Full-time and Regular Part-time employees will be given full pay for each of the ten designated holidays and for their birthday which will total eleven holidays.

If one of the approved holidays falls within the employee's vacation period, the employee will be given one additional day off.

Regular part-time employees will be paid for the equivalent number of hours they normally would work on the holiday. If a holiday falls on a day the employee is not scheduled to work, he/she will be compensated with the average hours worked in a five-day workweek. Normally, this compensated time should be taken within 30 days of the holiday.

The library will be closed on December 24, 25, and 26 for the Christmas holiday. For New Years the library will be closed on December 31, January 1 and 2. Therefore; "a full time staff member, that person shall be given an extra day off within one month of the holiday." And "Regular part-time employees will be paid for the equivalent number of hours they normally would work on the holiday." The only regular part-time staff that work on Saturday or Sunday are Sue, Sandy, and Robin. Dorothy and Carmen do not work on Saturday or Sunday. Full time staff rotate the Saturday and Sunday hours with the part time librarians, who are not compensated for the holidays.

**CREDIT CARD SERVICES**

We currently have an account through ProPay, which accepts credit card payments online. This was set up to interact with the SIRSI catalog. People can pay fines, after accessing their My Account on the catalog. I would like to add the capacity to accept debit/ credit/ apple pay at the circulation desk so people can pay fines or fees for a replacement card, add money for printing, or other transactions. Merchant accounts, through the bank, are designed for larger amounts and greater volume. Square is a wireless credit payment program that uses a flat percentage (2.75%) for cards that are swiped by their reader. Their reader plugs into a phone or tablet and are used by many craft fair vendors and others for payment.

They have a stand and Square Contactless + Chip Reader that act as a POS (point of sale) terminal. This can link to a cash drawer, receipt printer and bar code scanner. After investigating the various options this was the best solution. However they work only with Apple tablets but the tablets they are compatible with are out dated and no longer manufactured. I contacted Square and received a reply that said “we do not have announcements of any upcoming new Square Stands to be launched for other iPad editions”. They also said “To remain competitive, I am sure we will be launching a newer one sometime in the near future... Please stay tuned for any potential announcements”. I will continue to look for a product that can do what we want and wait for Square.

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The residential database is compiled from data sources including thousands of white pages, national directory assistance data, real estate deed and tax information, voter registration data, mail order data, warranty cards, and many other sources.

#### E. COMMITTEE REPORTS

1. ADMINISTRATION – None.

2. BUSINESS/FINANCE – None.

- a) Scholarship Fund- The award information was placed on the library website. Mary Wajda spoke to the village about having an announcement in the village newsletter. The village will try to include scholarship information in the village newsletter, space permitting. She also mentioned that the village digital sign may also mention the scholarship.

#### F. UNFINISHED BUSINESS:

##### 1. BUILDING

Director Losey has spoken several times with KBR, who are supervising all the contractors. The doors at the staff entrance have been replaced. The new doors will be painted with the exterior painting. Colors will be determined by the staff working in the area.

The plumber replaced a pump on the boilers that was leaking and was not operating. It was past the warranty period. He also replaced all the internal hardware on the upstairs toilets with heavier professional grade pieces. A Roomba robotic vacuum cleaner was purchased to run in the morning, prior to opening. It cleans in areas not often vacuumed and has worked well. The phone in the elevator was replaced. We have had intermittent problems, so the entire module was replaced.

The village is working on the building to the north of the Village Hall. The work is to the exterior to prevent further damage to the inside. It has been two years since the village proposed that the library move into one wing of the building. The board would like a written estimate of the timeline for renovation.

## 2. SECURITY CAMERA INSTALLATION

A walk through with the contractor is planned and the schedule for installation will be developed. Any potential problems will be addressed prior to installation.

### F. NEW BUSINESS:

#### 1. REPUBLIC BANK

Director Losey spoke with Republic Bank regarding the library's various accounts. Paperwork for the board to sign was presented. Because Dan Bindert was not on the account he completed the paperwork and supplied the required identification. A Resolution for the board was presented and passed to each board member to read and sign. Our current accounts will be changed to different accounts to maximize the return on the funds the library has at Republic. The current money money account will be converted to a NOW account paying .49% interest. The existing payroll account will be a zero balance account that will stay at zero dollars until our payroll vendor withdraws fund for payroll. The funds will be transferred to the payroll account, automatically, to cover the payroll and return to zero dollar balance.

A regular checking account will be used to pay bills and will be used as we currently use the account. The letter of credit from the FHLB was presented and the library is covered up to 1.5 million dollars and is in effect now. The library's entire funds on deposit are now collateralized. Online banking will be established. A trustee will need to be the administrator on the account and can do ever thing in the account and set up users and the users' privilege.

The bank will set up and train the administrator and other library employees on how to use the Business Online Banking. The library has the proper insurance for the possible loss of funds if money was stolen from the account. Donna Kassar agreed to act as the administrator of the Online Banking. The bank has dual controls that require a secondary approval of money transfers by a designated board member if we wish to require this type of process. Additional paperwork will need to be signed and a time set up for administrator training.

Recommendations for a target balance to maintain in the checking account. This will allow the library to keep enough money in the checking account for operations expenses. The additional funds would then be in the NOW account earning interest.

### H. ANNOUNCEMENTS:

I. REMINDERS: The next meeting is October 19, 2016 at 7:00 PM.

### J. ADJOURNMENT

A motion was made to adjourn the meeting was made by Gloria Whitaker and seconded by Mary Wadja. Motion carried by voice vote.

6 Ayes 0 Nays 1 Absentee.

The meeting adjourned at 8:26 P.M.