

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
April 18, 2018

1. CALL TO ORDER:

Gloria Whitaker called the meeting to order at 7:04 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 the unanimous consent of the Board.*

2. ROLL CALL: Present: Maureen Sypkens, Mary Wajda, Gloria Whitaker, Donna Steiner, and Donna Kassar, and Bill Spain

3. APPROVAL OF MINUTES:

A. Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE FEBRUARY 21, 2018 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Mary Wajda seconded the motion. Carried by voice vote.

4. 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, 2018.

1. The review of the Resolution dated April 18, 2018, covering expenses for the month of March 2018 filed under a separate cover for audit in the Hillside Public Library was presented.

2. Motion made by Mary Wajda to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR APRIL 18, 2018.

Motion seconded by Gloria Whitaker. Motion carried by roll call vote: Gloria Whitaker-Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Donna Kassar- Aye, and Bill Spain- Aye

3. The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the April 18, 2018, Resolution and summarized below.

a. Review of Bills and Financial Accounting:

**BOARD MEETING
April 18, 2018**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF March 31, 2018

GENERAL EXPENSES	\$	29,854.41
PAYROLL EXPENSES	\$	69,240.99
BANK FEES; MAINTENANCE FEE	\$	178.56
CHARGE CARDS FEE	\$	37.24
<u>TOTAL EXPENDITURES</u>	\$	99,311.20

RECEIPTS AS OF April 18, 2018

FINES, FEES & MISC. INCOME	\$	1,574.52
GIFTS Berkeley Hillside Presbyterian Church	\$	3,000.00
INTEREST INCOME Interest on taxes \$ 40.78		
Republic Bank \$ 372.82		
Illinois Funds Reinvest \$ 1,261.07	\$	1,674.67
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	
TAXES CURRENT - 2016	\$	736.54
TAXES DEFERRED - 2017	\$	443,803.69
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	450,789.42

2. Ratificat BANK: Savings Account to Expense Account

ACTIVITY: 1) Transfer	\$	88,161.29
2) Deposit		
3) Other		

BANK: Expense Account to Savings Account

ACTIVITY: 1) Transfer	\$	411,364.35
2) Deposit		
3) Other		

BANK: Expense Account to Payroll Account

ACTIVITY: 1) Transfer	\$	66,160.90
2) Deposit		
3) Other		

D. EXECUTIVE SESSION- Not required

E. ADMINISTRATIVE LIBRARIAN

SWAN

SWAN is adding 19 new libraries to our community and catalog, but to do so, it will be necessary to use WorkFlows in Offline to process circulation transactions from Monday, April 30th until Tuesday, May 1st. Another change is membership-wide PIN masking in WorkFlows, which began on April 16th.

A feature that is being brought to SWAN from LINC is “denewing” automation, which automatically changes new items after a set amount of time to regular status. Additional features and improvements will be added after the May 1st addition of the new libraries.

RAILS

RAILS is in the process of revising their strategic plan to ensure that it addresses the evolving needs of our member libraries of all types (academic, public, school, and special). All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by June 30. RAILS is required to maintain a list of public library nonresident program information on the L2 website and to indicate whether or not a library participates.

CIRCULATION AREA

With our recent remodeling project complete, we can now begin to update the circulation area. The existing computers and monitors will be replaced. The existing computers are among the oldest in the library. With the new door added in the circulation area, the need to move shelves and rework the traffic flow were apparent. New freestanding shelves are now in place and a new desk is on order. Staff are moving existing cabinets and materials to increase the efficiency of the area.

LACONI TRUSTEE BANQUET 2018

Will be held on Friday, May 18, 2018 from 6:00 PM to 9:00 PM (CDT) at *The Carleton of Oak Park Hotel*, 1110 Pleasant Street, Oak Park, IL 60302 John Chrastka, Executive Director at EveryLibrary. Mr. Chrastka's years of experience as a library trustee inform his role at EveryLibrary. EveryLibrary is a not-for-profit that works directly with public libraries to provide guidance, consulting services, and support as they work towards a referendum or public vote.

INTER-GOVERNMENTAL AGREEMENT

I was contacted by Sarah Johnson-Millon, Assistant Superintendent of Business Services/CSBOMany for Hillside School District 93. She is reaching out to the various taxing bodies in the area. The goal is to create a group of tax bodies that review, monitor, contest, and defend assessed real value of property. I referred the proposed inter-governmental agreement to our attorney for review. Their reply was that our tax rate is so low that the cost out ways the benefits of participating.

FRIENDS OF THE HILLSIDE PUBLIC LIBRARY

The Friends group had last meeting was in 2017. It was decided to no longer hold the annual book sale. The income from the book sale is less than they receive from the small corner book sales area in the library. It was also decided not to investigate an outside book container. The enclosed Budget shows a balance of \$4, 057

5. COMMITTEE REPORTS

- A. ADMINISTRATION- None
- B. BUSSINESS/ FINANCE- None

6. UNFINISHED BUSINESS:

A. Trustee Vacancy- No people have been identified for filling the empty position.

B. Library Building and Completion- Director Losey presented progress for the various projects in the library building. A new lock has been installed on the staff security door and the code was set. The remodeling of the staff restroom and the reconfiguration of the door through the circulation wall to the staff room are near completion. New lockers were installed at the staff entrance and staff have begun to move their items into the new storage.

C. Employee Policy Handbook Review- The committee has met and reviewed the changes and the potential changes. The attorney was sent a copy for final approval. Benefits issues were discussed. The committee presented the Handbook to the board for review.

1. Motion was made by Maureen Sypkens to:

APPROVE THE EMPLOYEE HANDBOOK AND ACCEPT THE CHANGES AS OF APRIL 18, 2018.

Motion seconded by Bill Spain. Motion carried by a voice vote:

Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Donna Kassar- Aye, and Bill Spain- Aye.

D. An Appropriations Resolution was presented by Director Losey. He explained the income and expense amounts and budgeted items and the totals were reviewed. Bill Spain made a motion to:

ACCEPT THE APPROPRIATIONS FOR FY 2018-2019, FOR THE HILLSIDE PUBLIC LIBRARY.

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

Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Donna Kassar- Aye, and Bill Spain- Aye.

7. NEW BUSINESS:

A. Director Evaluation- (5 ILCS 120/2) (c)1“However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.” After discussing Director Losey’s Annual Evaluation, Maureen Sypkens made a motion to:

TO INCREASE THE DIRECTOR'S SALARY BY 4.9% FOR THE FY 2018-2019 FOR THE HILLSIDE PUBLIC LIBRARY.

Motion seconded by Donna Kassar. Motion carried by roll call vote
Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye,
Donna Kassar- Aye, and Bill Spain- Aye.

B. In accordance with Illinois Library Law as stated in 75 ILCS 10/9-107, the Hillside Public Library Board of Trustees has determined that they will transfer the surplus interest funds earned from the Unemployment Compensation Fund, the Liability Insurance Fund and the Workman's Compensation Fund to the General Operating Fund to be used for other governmental purposes.

1. Maureen Sypkens made a motion for a **RESOLUTION FOR TRANSFER OF SURPLUS INTEREST TO THE GENERAL OPERATING FUND TO BE USED FOR OTHER GOVERNMENTAL PURPOSES.**

The motion was seconded by Bill Spain. Motion carried by roll call vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Donna Kassar- Aye, and Bill Spain.

2. Building Maintenance Ordinance- Bill Spain made a motion to:

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

Donna Kassar seconded the motion. Motion carried by roll call vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Donna Kassar- Aye, and Bill Spain.

8. ANNOUNCEMENTS:

9. **REMINDERS:** The next meeting is April 18, 2018 at 7:00 PM.

10. **ADJOURNMENT:** A motion to adjourn the meeting was made by Donna Kassar and seconded by Donna Steiner. Motion carried by voice vote. The meeting adjourned at 7:51 P.M.