

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING- June 20, 2018

MINUTES

A. CALL TO ORDER – 7:04 PM

*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.*

B. ROLL CALL- Present: Mary Wajda, Gloria Whitaker, Bill Spain, Donna Kassar, and Donna Steiner.

C. MOTION TO AMEND THE AGENDA TO ALLOW THE FRIENDS OF THE LIBRARY TO PRESENT THEIR PROPOSAL.

APPROVED BY VOICE VOTE

1. Kelly Mathieu of the Friends of the Library presented a plan to allow a company called Better World Books to place a box to collect discarded books. The box would be positioned in the back of the library near the fencing around the air conditioning units. There were questions regarding placement and the responsibility for maintaining the box and notifying the company the box is full. Kelly said that she for the Friends of the Library group would handle that responsibly.
  
2. A motion was made by Gloria Whitaker to :  
A MOTION WAS MADE TO ALLOW THE FRIENDS OF THE LIBRARY TO PLACE A BOX FOR THE COLLECTION OF DISCARDED BOOKS ON THE LIBRARY'S PROPERTY. The motion was seconded by Bill Spain. Motion carried by a voice vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Donna Kassar- Aye, and Bill Spain- Aye.

C. APPROVAL OF MINUTES – REGULAR MEETING – April & May 16, 2018

Donna Kassar made a motion to:

ACCEPT THE MINUTES OF THE MAY, 2018 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY. Bill Spain seconded the motion. Carried by voice vote.

Donna Steiner made a motion to: ACCEPT THE MINUTES OF THE APRIL, 2018, AS NOTED, REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY. Bill Spain seconded the motion. Carried by voice vote.

D. Mary Wajda seconded the motion. Carried by voice vote.

E. **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 March, 2018.
- a. The review of the Resolution dated April 18, 2018 and May 16, 2018, covering expenses for the month of March & April, 2018 filed under a separate cover for audit in the Hillside Public Library was presented.
  - b. 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 and MAY 16, 2018.**  
 Motion seconded by Donna Kassar. Motion carried by roll call vote: Gloria Whitaker-Aye, Mary Wajda-Aye, Donna Steiner- Aye, Donna Kassar- Aye, and Bill Spain- Aye  
 The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the April 18, 2018, and May 16, 2018 Resolution and summarized below.
  - c. Review of Bills and Financial Accounting:
    1. Approval of Financial Statements, & May, 2018

**BOARD MEETING  
May 16, 2018**

**TREASURER'S REPORT**

**1. Review of Bills and Financial Accounting:**

**EXPENDITURES AS OF April 30, 2018**

GENERAL EXPENSES	\$ 69,239.78
PAYROLL EXPENSES	\$ 46,474.64
BANK FEES; MAINTENANCE FEE	\$ 229.34
CHARGE CARDS FEE	\$ 37.10
<u>TOTAL EXPENDITURES</u>	\$ 115,980.86

**RECEIPTS AS OF May 16, 2018**

FINES, FEES & MISC. INCOME	\$ 1,350.07
GIFTS	\$
INTEREST INCOME	\$ 1,793.94
Interest on taxes	\$ 52.32
Republic Bank	\$ 363.59
Illinois Funds Reinvest	\$ 1,378.03
PER CAPITA GRANT	\$ 6,333.42
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 9.89
TAXES CURRENT - 2016	\$ 2,604.12
TAXES DEFERRED - 2017	\$ 7,949.61
CORPORATE REPLACEMENT TAXES	\$ 24,190.61
OTHER Reciprocal Borrowing	\$ 193.60
<u>TOTAL RECEIPTS</u>	\$ 44,425.26

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

BANK: Savings Account to Expense Account	
ACTIVITY: 1) Transfer	\$ 101,866.94
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
ACTIVITY: 1) Transfer	\$ 7,919.56
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
ACTIVITY: 1) Transfer	\$ 50,158.31
2) Deposit	
3) Other	

- D. EXECUTIVE SESSION (Not Required)  
 E. ADMINISTRATIVE LIBRARIAN

## SWAN

Registration is now open for this year's Annual Conference, SWANx2018, which will be held Friday, August 17th, at Moraine Valley Community College. This may be a good opportunity for an In-service Day if the range of subjects is appropriate for all levels.

We have eleven of mobile hot spots that we circulate that are ZTE Warp Connect hotspots. The manufacturer has issued a press release concerning a battery problem. We contacted the company regarding replacement and the serial numbers from our devices are not part of their recall. The Hot Spots were placed back into service with a note that all Lithium Ion batteries are prone to overheating if pulled in after the item has recharged.

## RAILS

RAILS is in the process of revising their strategic plan. They want to get as much input as possible from our member libraries of all types about the challenges they are facing that RAILS may be able to address in our revised plan. They have conducted listening tours in different areas of RAILS and for academic, school, and special libraries.

## TIME CLOCK IMPLEMENTATION

The electronic time clock has arrived and is mounted on the wall inside technical services. The initial set up is continuing. The proximity badges have been assigned to each employee and their names put on the badge. They will use these to clock in or out. Setting up the accrual of vacation time, sick time, and attendance is proceeding. There are many decisions to be made to conform to our policy and to ensure fairness among employees.

## LIBRARY OF THINGS

A handful of libraries across the country have branched into lending other objects. Other libraries in our area have also started to loan patrons items of interest. We will begin to circulate a small number of items at first. Based on interest and demand we can add to the collection as we gather community input. We now have a Blood Pressure Monitoring Kit, Oximeter, Bocce Ball set, and a number of games for young children. We have also purchased an instant camera that takes business sized cards and one that takes 2" x3" pictures. These will be available for check out soon.

## F. COMMITTEE REPORTS- None

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

## G. UNFINISHED BUSINESS

1. TRUSTEE VACANCY- We received a letter of interest from Lorenzo Webber expressing interest in the trustee position. He is invited to the July meeting to talk with the board. Director Losey will send him information on the trustee position.
2. VILLAGE AND LIBRARY JOINT BUILDING PROJECT- Director Losey has a meeting planned with the mayor to discuss the library's interest in participating in the village's renovation plans. Concerns exist regarding the structure of the building and its ability to hold the weight of the books. The mechanism for ensuring the library that in the future the library will still have the same services and access.

## H. NEW BUSINESS

1. **PREVAILING WAGE ORDINANCE-** Every year the library is required to pass the Prevailing Wage Act provisions. Motion was made by Mary Wajda to:  
**APPROVE THE PREVAILING WAGE RESOLUOITON.** Motion seconded by Bill Spain.  
Motion carried by a voice vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Donna Kassar- Aye, and Bill Spain- Aye.
2. **NON-RESIDENT CARD FEE-** The board of each public library in RAILS is required by Illinois law to decide annually whether your library will participate in the state's nonresident fee program, and to inform RAILS about the board's action within 30 days. Selling non-resident cards is optional but most public library boards offer this fee-based service. A motion to issue Non-Resident Library Cards and to use the General Mathematical Formula was made by Bill Spain and was seconded by Donna Kassar. Motion carried by voice vote.
3. **HOMESCHOOLERS REQUEST TO USE MEETING ROOMS-** For the past few years we have made space available for a home schooler's group. The meeting room policy requires that a member of the group be a Hillside Library Card holder. This group no longer has a Hillside resident but they wish to continue the use the meeting room. Exceptions to the policy can be made by the board. Bill Spain made a motion to: **TO ALLOW THE HOMESCHOOLER'S GROUP TO CONTINUE TO USE MEETING ROOMS FOR THE NEXT SCHOOL YEAR.** Motion seconded by Gloria Whitaker. Motion carried by voice vote.
4. **REMINDERS-** The next meeting is September 19, 2018 at 7:00 P.M.
5. **ADJOURNMENT-** The meeting adjourned at 8:13 P.M.