

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING- July 18, 2018

MINUTES

A. CALL TO ORDER – 6:59 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, Maureen Sypkens and Donna Steiner.
Present: w. Britt Isaly, Ancel Glink

C. APPROVAL OF MINUTES – REGULAR MEETING – July 18, 2018

Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE JULY 18, 2018 REGULAR BOARD MEETING, AS NOTED, FOR THE HILLSIDE PUBLIC LIBRARY. Donna Kassar seconded the motion.
Carried by voice vote.

D. **REPORTS OF THE OFFICERS:**

1. PRESIDENT'S REPORT: None.

2. SECRETARY'S REPORT: None.

a. TREASURER'S REPORT: Bill Spain presented the Treasurer's Report for August 2018 and Sept 2018. The review of the Resolution dated July 18, 2018, covering expenses for the months of August 2018 and Sept 2018 filed under a separate cover for audit in the Hillside Public Library was 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 AUGUST, 2018 AND SEPTEMBER, 2018.

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

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

c. Review of Bills and Financial Accounting:

1. Approval of Financial Statements, August 2018

**BOARD MEETING
August 18, 2018**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF JULY 31, 2018

GENERAL EXPENSES	\$	
PAYROLL EXPENSES	\$	46,371.11
BANK FEES; MAINTENANCE FEE	\$	204.03
CHARGE CARDS FEE	\$	112.77
		\$3.00 + 201.03
		\$112.77
<u>TOTAL EXPENDITURES</u>	\$	46,687.91

RECEIPTS AS OF August 15, 2018

FINES, FEES & MISC. INCOME	\$	1,705.41
GIFTS	\$	
INTEREST INCOME	\$	2,184.22
Interest on taxes	\$	41.50
Republic Bank	\$	452.68
Illinois Funds Reinvest	\$	1,690.04
PER CAPITA GRANT	\$	10,196.25
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	238,068.59
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	252,154.47

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
ACTIVITY: 1) Transfer	\$ 191,101.15
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
ACTIVITY: 1) Transfer	\$ 62,560.35
2) Deposit	
3) Other	

**BOARD MEETING
September 19, 2018**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF August 31, 2018

GENERAL EXPENSES	\$	37,275.21
PAYROLL EXPENSES	\$	46,371.11
BANK FEES; MAINTENANCE FEE \$3.00 + 201.03	\$	204.03
CHARGE CARDS FEE \$112.77	\$	112.77
<u>TOTAL EXPENDITURES</u>	\$	83,963.12

RECEIPTS AS OF September 19, 2018

FINES, FEES & MISC. INCOME	\$	1,705.41
GIFTS	\$	
INTEREST INCOME		
Interest on taxes	\$	41.50
Republic Bank	\$	452.68
Illinois Funds Reinvest	\$	1,690.04
PER CAPITA GRANT	\$	10,196.25
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	238,068.59
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	252,154.47

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
ACTIVITY: 1) Transfer	\$ 191,101.15
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
ACTIVITY: 1) Transfer	\$ 62,560.35
2) Deposit	
3) Other	

D. EXECUTIVE SESSION (Not Required)

E. ADMINISTRATIVE LIBRARIAN

SWAN - Green Hills Public Library is now a SWAN member library. Their items and patrons will be brought into the SWAN Database and the project would probably begin around October 2018. The go-live would be anticipated in February 2019

For the Strategic Planning process, Consulting Within Reach spent four days on site conducting one-on-one interviews with SWAN Board members and SWAN staff. Two membership meetings were held at Tinley Park Public Library and Oak Brook Public Library. SWAN Board and SWAN staff were interviewed in person at SWAN's headquarters, or at the two library locations for the membership meetings.

RAILS- RAILS has in the past issued funds for LLSAP's like SWAN, to encourage libraries to join consortia. Funding was suspended in FY 2018. Beginning in FY2020, RAILS support of SWAN will be distributed differently through an annual grant award process. A decision on the amount of funding for SWAN will be made by October 2018. This funding is an important part of SWAN's budget and this grant can help keep our fees from increasing.

TIME CLOCK AND ACCRUALS STATUS- The time clock is now fully operational and having a month of testing I am confident that the bugs have been worked out of the process. Friday, September 14th, at 5:00 PM the library had a staff meeting to answer questions and explain the procedures for the various special situations that occur. Forms for Off-site Work, Forgotten Punch, and Request for Time Off were created and discussed.

Supervisors have been trained on the system and have been using the reporting function. The final hours worked for each employee, from the time clock, will be used to input into Paylocity's system for check creation. All full-time staff is now salaried exempt. This was done after lengthy discussions concerning the time clock and how it could trigger overtime pay.

SUMMER READING- 106 Youths sign up to participate. Of those 48 completed the reading requirement. The age break- out was:

	Completed	Signed Up
Age 3- Kindergarten	7	19
Grades 1-2	14	33
Grade 3	8	14
Grades 4-5	9	21
Grade 6	10	19

Program attendance was also good with 103 attending the June programs, 101 at the July programs, with a total of 204 attending the programs.

Young Adults had 31 sign up with 13 completing the program.

	Completed	Signed Up
Grades 7-9	5	12
Grades 10-12	8	19

Attendance at the nine programs totaled 48.

Participation for Adults good, with 44 who registered and 22 who completed the five challenges. There were eight programs with a total attendance of 33.

STAFF IN-SERVICE DAY- On August 17th, we held our staff in-service at the SWAN x2018 Annual Conference. This was held at Moraine Valley Community College. We had eleven employees attend the Conference. A wide range of subjects was available. Some included classes were on IMRF, Patron Privacy, and Employment Law. There were also library vendors at the Conference to exhibit their new and existing products.

CARPET AND FURNITURE CLEANING - With the library closed on August 17th, the evening of August 16th was a perfect opportunity to have all the fabric surfaces cleaned. It has been two years since the last carpet cleaning. This year the furniture in the public and staff areas were also cleaned. Cintas was the company that cleaned the carpets and they did the cleaning again. There was a minimum of disruption to staff and patrons. When we opened on Saturday, August 18th the furniture and carpet were dry and clean.

PEOPLE COUNTER - As part of our required Annual Report to the State Library, attendance figures are required. The numbers we used in the past have been based on manual counting for a week and extrapolating total usage from those numbers. A ClearCount 3D Stereo Video Sensor by SenSource was installed and the statistics have been gathered. It counts the number of people entering the main library and the statistics will be able to break out more information. It can count "U-turns", people who enter and leave immediately. The statistics are cloud-based and will provide data to be used to analyze our usage and the times that are popular.

We don't have data from any previous years to compare, but the information shows us when we are the busiest. Day of the week traffic is good to see busy days and times. When we have more data we can be able to draw more conclusions.

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 was invited to the September meeting to talk with the board. Mr. Webber did not attend this meeting.
2. VILLAGE AND LIBRARY JOINT BUILDING PROJECT- Attorney Brit Isaly of Ancel Glink attended the meeting. He is our attorney and spoke with the Village Manager Russ Wajda. Mr. Wajda stated that the goal is to create a "one-stop shop" for government services. Mr. Isaly felt that the library's proximity to the current village hall provided that already. The village is ultimately to tear down the library building. He suggested that the library ask itself if this is in the best interest of the library. If the library needed to expand that would be difficult. He also mentioned that the first floor would not hold books and would need to be reinforced. Through an Intergovernmental Agreement, the library and the village could agree to terms governing the building. A condo type ownership arrangement could also be a possible arrangement.

Mr. Isaly has talked with a construction lawyer who suggested that with the age of the village building and the likelihood of asbestos being present, new construction would be cheaper. The library should be assured in the agreement that future expansion would be assured. The library building is owned by the library and the board and would be required

to give the village the property and building.

The library and the future needs of residents need to be the primary concern for the board in considering the move. The library currently owns the library building and the land and would be moving into the property with more limited control. There are many questions and the library should hire an architect to review the feasibility of renovation and the moving of the library in the village property. The architect should evaluate the building's size, cost, and usability as a library. The feasibility of expansion would also need to be reviewed.

After the library gathers more information from the library's architect concerning the library's space in the village building. The board would then need to discuss the pros and cons of the move. If the board decides to move then a very complex Intergovernmental agreement would need to be drafted and approved by both governmental units.

Director Losey reminded the board that the current village hall is much older and was built differently than the buildings under consideration. The buildings under consideration are common school buildings. Mr. Isaly mentioned that there would be a high possibility of asbestos. He suggested the board use the exception to the Open Meetings Act to discuss this project.

H. NEW BUSINESS-

1. HANDBOOK REVISIONS FOR PART- TIME VACATION ACCRUAL- Our current policy regarding vacation accrual. After two years, current part-time employees accrue one day extra per year of service. This is difficult to do with the electronic time clock. Director Losey presented a tiered schedule of increasing vacation time based on length of service. The tiers would require less manual changing of the vacation accrual rate for employees as they gain seniority. The can review the handbook changes and discuss them at the next board meeting.

4. REMINDERS- The next meeting is October 17, 2018, at 7:00 P.M.

5. ADJOURNMENT- There being no further business, Donna Kassar made a motion to adjourn. The Motion was seconded by Bill Spain. Motion carried on a voice vote. The meeting adjourned at 7:57 P.M.