

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING-October 17, 2018

MINUTES

A. CALL TO ORDER – 6:58 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:

C. APPROVAL OF MINUTES – REGULAR MEETING – September 19, 2018

Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE SEPTEMBER 19, 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 October, 2018. The review of the Resolution dated October 17, 2018, covering expenses for the months of September, 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 OCTOBER, 2018.

Motion seconded by Gloria Whitaker. 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 October 2018 Resolution and summarized below.

c. Review of Bills and Financial Accounting:

1. Approval of Financial Statements, September 2018

**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	\$	204.03
CHARGE CARDS FEE	\$	112.77
		\$3.00 + 201.03
		\$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		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

4. Scholarship Committee- Bill Spain went to Huntington Bank and determined the best course of action would be to move the CD and the interest account to Republic Bank. Huntington Bank has taken over a series of banks that held the funds. Adding signators to the account could cause the account to be frozen. Donna Steiner made a motion:

**TO REMOVE THE SCHOLARSHIP FUNDS AND INTEREST FROM
HUNTINGTON BANK AND OPEN AN ACCOUNT AT REPUBLIC BANK.**

The motion was seconded by Gloria Whitaker.

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

D. EXECUTIVE SESSION: 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. The board went into executive session to discuss the termination of an employee and the severance agreement that was offered and accepted.

The Board returned to open session and no motions or decisions were made based on the information presented in the Executive Session.

E. ADMINISTRATIVE LIBRARIAN

SWAN

SIRSI announced that the software used by patron's for online searches, holds, and account management, which is called Enterprise, will include responsive design. Responsive design is an approach to web page creation that makes use of flexible layouts and flexible images. The goal of responsive design is to build web pages that detect the visitor's screen size and orientation and change the layout accordingly. This due to be released before the end of 2018.

SWAN is in the process of moving to Azure, from Microsoft. This is a cloud based system that removes the need for SWAN to own and manage their own servers. The Red Hat operating system, which is used on the existing servers, will be upgraded on November 7th. This upgrade could take up to two days, during which many SWAN services will be unavailable. The upgrade will impact many aspects of the library. During this time patrons will have no access to My Account, access to place holds, to commerce/payment functions and no access to item availability.

ACCRUALS STATUS

Vacation and sick time amounts have been reconciled with other records and each employee has a number of hours earned for each category. More employers are switching to an accrual system from an annual lump sum award for their vacation or paid time off (PTO) benefits. Transition to a per payroll accrual system takes planning and preparation, but, once it is in place, it becomes easier to administer.

Under our previous procedure, an employee would work one year and accrue paid time off. At their anniversary date they would receive a "Lump Sum" of the time they earned the previous year. To transition to an accrual system would require calculating an employee's time available to use and adding the additional time off they have accrued since their last anniversary, when they received their previous year's time off. This time can be used over the course of the

next year in addition to accruing time off and using it in that same year. This would require an employee to use more time off and could cause scheduling difficulties.

Another option is to pay employees for their time on a prorated basis, but allowing them to keep three weeks of vacation time in the bank. The difference between the three weeks and there already accrued time off would be paid. It could be paid on the next anniversary date of all employees or at one time.

PRELIMINARY AUDIT REPORT

A preliminary audit report has been received from our auditing firm. This draft has been sent to our accountants and they will work with the auditor to make the necessary adjustments to our books. Once that is done then a printed version will be presented to the board. The draft report does not indicate any deficiency in our procedures or numbers.

BUDGET ADJUSTMENT

Due to a number not being included in the budget our audio-visual budget number is low. Our accounting firm said we could reallocate budgeted amounts that are in another account to audio visual i.e. reduce Books-Youth by some amount and move it to Audio Visual. This could just be done at a board meeting and having it noted in the minutes. I will correct this error and present a changed budget at the next board meeting. Upon approval the QuickBooks numbers will be changed.

FRIENDS OF THE LIBRARY BOOK DROP

At a previous board meeting a proposal to place a drop off container for used books. The Friends group would then have them picked up by Better World Books and they would receive money for the books that are saleable. The Friends then approached the village concerning the placement of the book drop and were told the village is working on an ordinance to ban all drop off points in the village. Some of these drop points have become an eye sore and are not properly maintained. The friends have received boxes to use for the books to be picked up by Better World Books.

F. COMMITTEE REPORTS- None

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

- a. The levy was presented and reviewed. Fund balances were reviewed. Bill Spain made a Motion:

APPROVE THE 2018-2019 LEVY

This was seconded by Donna Kasser

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

G. UNFINISHED BUSINESS

1. TRUSTEE VACANCY- Director Losey called Dan Bindert and left a message but has not received a call back to date.
2. VILLAGE AND LIBRARY JOINT BUILDING PROJECT- Attorney Britt Isaly of Ancel Glink attended the September Board Meeting. He is our attorney and spoke with the Village Manager Russ Wajda. The village's goal is ultimately to tear down the library building. Mr.

Isaly suggested that the library ask itself if this is in the best interest of the library. 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. Director Losey will contact Product Architecture + Design to receive a quote on the cost of a study.

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. A review of the previously presented Master Plan and a possible meeting with the village would be desirable since it has been a number of years and a new board member has been added since the plan and initial discussions began.

3. HANDBOOK REVISIONS FOR PART- TIME VACATION ACCRUAL- This was discussed in the above section.

H. NEW BUSINESS

1. Self-check Station- After reviewing several models of self- check machines and conferring with other directors, MK Solutions was selected to provide the self- check. Since the power and internet data cable are in place, there is no additional cost of construction. The benefit to patrons is that this allows privacy in the check out of books.

2. Patron Incidents- We have had a number of incidents with a particular patron who has made comments that the staff have received complaints about. The police chief was consulted and the police community service office spoke to him.

3. By-laws. Ancel, Glink reviewed and made minor changes to the existing By-laws. These changes were reviewed and comments and questions answered. A motion was made by Donna Steiner:

MOTION TO ACCEPT THE CHANGES TO THE BY-LAWS AS PRESENTED
Bill Spain seconded the motion. The motion was approved on a voice vote.

4. November Meeting- The next Board Meeting is scheduled for the day before Thanksgiving. The day can be changed to the week earlier or the week later. November 14th was decided to be the date for the next Board meeting.

4. REMINDERS- The next meeting is November 14, 2018, at 7:00 P.M.

5. ADJOURNMENT- There being no further business, Maureen Sypkens made a motion to adjourn. The Motion was seconded by Donna Kasser. Motion carried on a voice vote. The meeting adjourned at 8:14 P.M.