

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING - January 16, 2019

MINUTES

1. CALL TO ORDER - 7:06 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.

Guest: Shirley

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

3. APPROVAL OF MINUTES – REGULAR MEETING November 15, 2018

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE NOVEMBER 15, 2018 REGULAR BOARD MEETING, AS NOTED, FOR THE HILLSIDE PUBLIC LIBRARY. Bill Spain seconded the motion. Carried by voice vote.

4. The Board interviewed Shirley Wachowski for the Trustee Vacancy position.

5. 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 November and December 2018. The review of the Resolution dated December 19, 2018, and January 16, 2019, covering the expenses for the months of November and December 2018 filed under a separate cover for audit in the Hillside Public Library was presented.

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 NOVEMBER AND DECEMBER, 2018, WITH CORRECTIONS.

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

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

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF December 31, 2018

GENERAL EXPENSES		\$ 35,094.20
PAYROLL EXPENSES		\$ 45,838.00
BANK FEES; MAINTENANCE FEE		\$ 233.74
CHARGE CARDS FEE		\$ 58.10
	<u>TOTAL EXPENDITURES</u>	\$ 81,224.04

RECEIPTS AS OF January 16, 2019

FINES, FEES & MISC. INCOME		\$ 1,221.17
GIFTS		\$
INTEREST INCOME	Interest on taxes	\$ 2,357.55
	Republic Bank	\$ 338.74
	Illinois Funds Reinvest	\$ 2,018.81
PER CAPITA GRANT		\$
REVENUE SHARING		\$
TAXES PRIOR YEARS		\$ 1,702.07
TAXES CURRENT		\$
TAXES DEFERRED		\$
CORPORATE REPLACEMENT TAXES		\$
OTHER		\$
	<u>TOTAL RECEIPTS</u>	\$ 5,280.79

e. Review of Bills and Financial Accounting:

1. Approval of Financial Statements, November and December, 2018

f. Scholarship Committee

It was decided to put all Board members as signers on the Scholarship fund bank account. Additional documents necessary for the account were discussed.

6. ADMINISTRATIVE LIBRARIAN

SWAN has moved the SWAN Server to Azure, from Microsoft. This is a cloud-based system that removes the need for SWAN to own and manage their own servers. There have been periodic interruptions in service. As problems appear the circulation needs to move to offline mode. These are becoming less frequent and should be resolved soon.

The lease for our copiers has expired and I looked at the cost of purchasing them from the leasing company. The cost for that was \$4,080. Our copiers are five years old and are used heavily. After extensive negotiations we now have two color and one mono copy machines for \$178 per month. In addition we pay only for the number of copiers we use. That rate is set at .0079 per black and white copy and .049 per color copy. We were paying .013 for black and white and .086 for color copies.

I received bids from Heil and Heil and our current company Kocher and Cook. The quotes were very competitive and ultimately the package for Kocher and Cook was less expensive and had lower or no deductibles for much of the coverage. The cost for coverage will be \$12,321 for the year. Last year's cost was \$16,384 for the coverage.

We had received a message on our answering machine Sunday morning, January 6, 2019. The call started as a complaint that the library was closed and escalated into the person saying that the world was controlled by Satan. He made some comments that we would be dealt with by the lord. I filed a police report and saved the message to the server. A police officer responded and listened to the recording. He completed a report. The voice was not familiar to any of the clerks.

We have a new Youth librarian named who will be graduating from Dominican University with her MLS in May, 2019. She also works part-time at Westchester Library as Reference Librarian. In addition, a circulation clerk will be leaving soon to start her clinical training in Ultrasound Technology. A replacement has been hired and is being trained. She is a senior at Proviso Math and Science Academy.

The 2019 Per Capita Grant has been submitted to the state. The expenditure repost for the previous grant was also submitted. We need await the award letter.

All libraries in the state received a FOIA request from LocalLab.s The requested information was requesting data on your elected boards and officials. I forwarded the request to Linda Gould. Neither of the documents are in electronic form that meets these criteria without modification. We are not required to create a document for a request

7. COMMITTEE REPORTS

- a. ADMINISTRATION – None
- b. BUSINESS/FINANCE – None

8. UNFINISHED BUSINESS

- a. TRUSTEE VACANCY
- b. VILLAGE AND LIBRARY JOINT BUILDING PROJECT
 - 1. Doug Losey will get quotes for library consultant services.
- c. FINAL VACATION ACCRUAL
 - 1. Doug Losey presented the total amounts due to employees to pay out their excess vacation time accrued. The Board discussed the numbers and decided to reevaluate the Vacation Accrual payout next month.

9. NEW BUSINESS

- a. 2019 HOLIDAY SCHEDULE
 - 1. The Holiday Schedule was posted for 2019. Employees will be compensated for holiday pay per the employee policy.
 - 2. Bill Spain motioned to APPROVE THE DESIGNATED HOLIDAYS. Mary Wajda seconded the motion. Motion was carried by voice vote.
- b. TAX APPEALS
 - 1. Doug Losey presented Tax Appeals the Library has received.
- c. ANNUAL TIME CAPSULE
 - 1. Reminder – The Time Capsule will be opened in the year 2025.

10. ANNOUNCEMENTS – None

11. REMINDERS - The next meeting is February 20, 2019

12. ADJOURNMENT

- a. Gloria Whitaker made the motion to adjourn the meeting. The motion was seconded by Maureen Sykens. Motion carried on a voice vote. The meeting adjourned at 8:11 PM