

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – March 20, 2019

MINUTES

1. CALL TO ORDER – 7:00

PUBLIC COMMENTS: The Board President will advise the public they must follow the Hillside Public Library Rules for Public Comment. The Hillside Public Library Rules for Public Comment are available on the library's website.

Guest: Tashiana Phillips. Ms Phillips was having trouble with library computer access due to not being able to access her library card because of personal issues. The Board approved a replacement card to be mailed to the patron.

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

3. APPROVAL OF MINUTES – REGULAR MEETING – Maureen Sypkens made a motion to ACCEPT THE FEBRUARY 20, 2019 MINUTES. Gloria Whitaker seconded the motion. The motion carried by voice vote.

4. REPORTS OF OFFICERS

- a. PRESIDENT - none
- b. SECRETARY – none
- c. TREASURER –

- i. Bill Spain presented the Treasurer's Report for February 2019. The review of the Resolution dated March 20, 2019, covering expenses for the month of February 2019 filed under a separate cover for audit in the Hillside Public Library was presented.
- ii. The Board of Trustees finalized the monthly Treasurer's report by signing all checks as listed in the February 2019 Resolution and summarized below.
- iii. Motion made by Gloria Whitaker to APPROVE FINANCIAL STATEMENT AND TREASURERS REPORT AND PAY ALL BILLS IN THE RESOLUTION FOR FEBRUARY 2019.

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

**BOARD MEETING
March 20, 2019**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF February 28, 2019

GENERAL EXPENSES	\$	17,594.87
PAYROLL EXPENSES	\$	50,306.10
BANK FEES; MAINTENANCE FEE	\$	209.69
CHARGE CARDS FEE	\$	57.64
<u>TOTAL EXPENDITURES</u>		\$ 68,168.30

RECEIPTS AS OF March 20, 2019

FINES, FEES & MISC. INCOME	\$	1,379.94
GIFTS	\$	
INTEREST INCOME		2,169.10
Interest on taxes	\$	
Republic Bank	\$ 251.01	
Illinois Funds Reinvest	\$ 1,918.09	\$
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	196,034.54
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER		984.83
Refund imrf from village		397.12
Toshiba refund		
<u>TOTAL RECEIPTS</u>		\$ 200,965.53

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer	\$	
2) Deposit		
3) Other		

BANK: Expense Account to Savings Account

ACTIVITY: 1) Transfer	\$ 111,780.41	
2) Deposit		
3) Other		

BANK: Expense Account to Payroll Account

ACTIVITY: 1) Transfer	\$ 85,881.18	
2) Deposit		
3) Other		

5. ADMINISTRATIVE LIBRARIAN

- a. SWAN – Swan continues to work on a Delivery Transit Label Project to improve delivery of library materials among member libraries. MobileCirc login issues have been resolved. Catalog Advisory Meeting has a final draft of guidelines for standardizing cataloging of materials, which includes icons for type of material. RAILS is working on a new museum pass program, Find More Illinois, to debut in 2019.
- b. ILA LEGISLATIVE UPDATES
 - i. The Illinois General Assembly amended Section 8 of the Illinois Local Government Professional Services Selection Act, in Public Act 100-968, effective January 1, 2019. Public Act 100-968 raises the threshold for the cost of services exempt from the Act's selection process from \$25,000 to \$40,000.
- c. VACATION ACCRUAL STATUS
 - i. Doug Losey worked with Paylocity to set up new accrual rules for vacation time.
- d. SELF CHECK MACHINES
 - i. MK Solutions is testing setup of the self-check machines. Expected start date for using machines of April or May 2019.

6. UNFINISHED BUSINESS

- a. TRUSTEE VACANCY – none
- b. VILLAGE AND LIBRARY JOINT BUILDING PROJECT
 - i. Doug Losey asked architect to make a master plan with drawing and estimate of cost of moving library into the Village Hall. This will allow the Board to make decisions about the project as part of the design process. Our architect will work with the Village architect on the details.

Maureen Sypkens made a motion to ACCEPT PROFESSIONAL SERVICES FROM PRODUCT ARCHITECTURE AND DESIGN FOR \$16,000. Donna Kassar seconded the motion. Motion carried by roll call vote: Gloria Whitaker – Aye, Mary Wajda – Aye, Donna Kassar – Aye, Maureen Sypkens – Aye, and Bill Spain – Aye

7. NEW BUSINESS

- a. BUDGET FY 2019-2020 – Doug Losey updated the library salary schedule and prepared the Budget for FY2019. Motion made by Bill Spain to APPROVE BUDGET for FY 2019-2020. Seconded by Gloria Whitaker. Motion carried by roll call vote: Gloria Whitaker – Aye, Mary Wajda – Aye, Donna Kassar – Aye, Maureen Sypkens – Aye, and Bill Spain – Aye

8. ANNOUNCEMENTS – none

9. REMINDERS – The next meeting is April 17, 2019

10. ADJOURNMENT - Maureen Sypkens made a motion to adjourn the meeting at 7:45pm.
Gloria Whitaker seconded it. The motion carried by voice vote.