

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – JULY 17, 2019

MINUTES

1. CALL TO ORDER 7:00 PM  
*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.*
2. ROLL CALL – Present: Gloria Whitaker, Bill Spain, Donna Kassar, Mary Wajda, Shirley Wachowski, Maureen Sypkens.  
GUESTS: Tiffany Nash, Dan Pohrte, David Silverman
3. APPROVAL OF MINUTES – REGULAR MEETING – Gloria Whitaker made a motion to ACCEPT THE MINUTES FROM JUNE 19, 2019. Donna Kassar seconded the motion. The motion carried by voice vote.
4. REPORTS OF OFFICERS
  - a. PRESIDENT – none
  - b. SECRETARY – none
  - c. TREASURER - Bill Spain presented the Treasurer's Report and Financial Statement for July 2019. The review of the Resolution dated June 30, 2019, covering expenses for the month of June 2019 filed under a separate cover for audit in the Hillside Public Library was presented.

The Board of Trustees finalized the monthly Treasurer's report by signing all checks as listed in the June 2019 Resolution and summarized below.

**BOARD MEETING  
July 17, 2019**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF JUNE 30, 2019**

GENERAL EXPENSES	\$	42,001.64
PAYROLL EXPENSES	\$	50,629.43
BANK FEES; MAINTENANCE FEE	\$	245.08
CHARGE CARDS FEE	\$	57.63
NEW CHECKS		164.98
<u>TOTAL EXPENDITURES</u>	\$	93,098.76

**RECEIPTS AS OF JULY 17, 2019**

FINES, FEES & MISC. INCOME	\$	1,559.89
GIFTS	\$	
INTEREST INCOME		
Interest on taxes	\$	6.08
Republic Bank	\$	397.74
Illinois Funds Reinvest	\$	2,058.00
Board Account	\$	1.78
PER CAPITA GRANT	\$	
TAXES PRIOR YEARS	\$	4,615.95
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER		
Credit from Paylocity	\$	2,679.93
<u>TOTAL RECEIPTS</u>	\$	11,319.37

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

BANK: Savings Account to Expense Account	
1) Transfer	\$ 49,640.73
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
ACTIVITY: 1) Transfer	\$ 6,249.04
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
ACTIVITY: 1) Transfer	\$ 49,611.75
2) Deposit	
3) Other	
BANK: Payroll Account to Expense Account	
ACTIVITY: 1) Transfer	\$ 7,526.41
2) Deposit	
3) Other	

Motion made by Mary Wajda to APPROVE FINANCIAL STATEMENT AND TREASURERS REPORT AND PAY ALL BILLS IN THE RESOLUTION FOR JUNE 2019.

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

5. ADMINISTRATIVE LIBRARIAN REPORT

- a. SWAN – The BLUEcloud Mobile app is set to go live next week once final issues are resolved. This app will allow patrons to search the database, place holds, check history, etc. from a mobile device.

The American Library Association Council is calling for public awareness of the value of libraries purchasing books. This comes as some publishers are putting restrictions on library access to e-books and digital audiobooks. Electronic checkouts are growing, but will not replace physical items.

- b. Staff Inservice Day – The SWAN Expo will be held at Moraine Valley College Conference Center on August 16. The library will be closed to allow staff to attend the conference. 10 staff members have registered so far.
- c. SAM Consortium – the migration from SAM to our personal server will happen next week. SAM has dissolved.
- d. Staff Changes – Zoli has moved to Minnesota. Maura is going to part-time. Doug and Maura are looking at staffing needs (FT/PT) to fill these positions and prepare for staffing needs at the new building.

6. COMMITTEE REPORTS – None

7. UNFINISHED BUSINESS –

- a. Village building renovation update – The Village is proposing to start construction in October.
- b. Architects Presentation: Dan Pohrte and Tiffany Nash reported on progress with plans for the new library space. They met with the Village and the Village’s architect to discuss plans for new space. Additions to previous plans include adding a family restroom in the children’s area. There will be a Wellness room for anyone needing a quiet space. We will have a café area near the entrance. They still need to address the doors that access the elevator from the Library and the Village. The elevator will have an outside stop in the garden. The outdoor area will be accessed by stairs from the Library. The basement area will have a Maker Space with a full kitchen. Adult computers will be in the basement. Study rooms will be in the basement. Carpet samples and paint colors were presented. There will be exposed concrete, wood accents for warmth, lots of colors.

- c. Intergovernmental Agreement (IGA) – David Silverman, from Ancel Glink,P.C., discussed issues that will need to be decided for the IGA which will manage the relationship between the Village and the Library going forward.
  - i. The current library property will be subsumed into the municipal complex. The Library will be a lessee at zero rent in the Village building.
  - ii. Product Architect will oversee the construction.
  - iii. Need a list of costs that will not be covered by the Village. The architects have started this list with the Village.
  - iv. How long will the relocation to the new building take. The majority of construction will be complete without disrupting the current library operations. The library will need to close for approximately 3 weeks for the final move.
  - v. Any expectations of the possible need for additional space for the Library in the future should be addressed in the IGA.
  - vi. Security issues of sharing the space with the Village and outside security.
  - vii. Other items - Operating expenses once the Library has moved. Maintenance of landscape. Who takes care of mechanical problems? Janitorial service. Parking for staff/patrons. Communication/data lines dedicated to library. Library insurance.
  - viii. IGA will need to address terms in case the Library or the Village wish to dissolve/change this agreement.
  - ix. Doug Losey will talk with RAILS about the move.
  - x. The Building Committee will meet to discuss these issues and meet with the Village representative.
  - xi. David Silverman will create the first draft of the IGA before meeting with the Village lawyers.

## 8. NEW BUSINESS

- a. TRUSTEE REPLACEMENT – There is still one open position on the Board.

9. ANNOUNCEMENTS – We will be having an August meeting this year.

10. REMINDER – The next meeting is August 21, 2019.

11. ADJOURNMENT – Mary Wajda made a motion to adjourn the meeting at 8:32 PM. Bill Spain seconded it. The motion carried by voice vote.