

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – October 16, 2019

MINUTES

1. CALL TO ORDER 7:04 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: Maureen Sypkens, Gloria Whitaker, Bill Spain, Donna Kassar, Mary Wajda
3. APPROVAL OF MINUTES – REGULAR MEETING – Mary Wajda made a motion to ACCEPT THE MINUTES FROM September 18, 2019 with the corrected date for Receipts on the Treasurer's Report (September 18, 2019). Bill Spain 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 September 2019. The review of the Resolution dated September 30, 2019, covering expenses for the month of September 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 September 2019 Resolutions and summarized below.

**BOARD MEETING
October 16, 2019**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF September 30, 2019

GENERAL EXPENSES	\$	40,320.05
PAYROLL EXPENSES	\$	38,913.41
BANK FEES; MAINTENANCE FEE	\$	279.92
CHARGE CARDS FEE	\$	59.28
		<u>TOTAL EXPENDITURES</u>
	\$	79,572.66

RECEIPTS AS OF October 16, 2019

FINES, FEES & MISC. INCOME	\$	970.10
GIFTS	\$	
INTEREST INCOME		
Interest on taxes	\$	2,339.67
Illinois Funds Reinvest	\$	526.22
Board Account		1,813.45
PER CAPITA GRANT	\$	10,196.25
TAXES PRIOR YEARS	\$	5.04
TAXES CURRENT	\$	1,373.94
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
		<u>TOTAL RECEIPTS</u>
	\$	14,885.00

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
1) Transfer	\$ 111,360.90
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
ACTIVITY: 1) Transfer	\$ 9,366.32
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
ACTIVITY: 1) Transfer	\$ 47,000.54
2) Deposit	
3) Other	
BANK: Payroll Account to Expense Account	
ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

Motion made by to Maureen Sypkens to APPROVE THE FINANCIAL STATEMENTS AND TREASURER'S REPORTS AND PAY ALL BILLS IN THE RESOLUTION FOR SEPTEMBER 2019.

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

5. ADMINISTRATIVE LIBRARIAN REPORT

- i. SWAN/ RAILS – SWAN is moving to become a 501(c)3 non-profit, i.e. not a government entity. It will be able to more clearly define its goals. RAILS has an updated Library Service Areas Map to check if an address is served by a public library, see school district boundaries and other information.
- ii. Per Capita Grant Check received \$10,196.25. New requirements for the 2020 grant were announced. These include training for staff and Board members. Director Losey will send links for the training to the Board members.
- iii. Outlook Class – Director Losey a workshop on using MS Outlook to improve productivity, especially with managing emails.
- iv. Cannabis in the Workplace – Illinois legalized the recreational use of cannabis starting in 2020. Drug-free workplace standards are still allowed. We may need to update the Employee Handbook.
- v. Computer Network outage – The computer network in the library failed on Tuesday, October 9-10. The main switch was replaced, configured and installed. The network is back online.
- vi. Director Losey will review the Service Animals policy with the staff.

6. UNFINISHED BUSINESS –

- a. Architect's Progress – The architect sent drawings of data, voice and electrical outlets for approval. Director Losey is evaluating new staffing requirements.
- b. Intergovernmental Agreement – It has been submitted to the Village and we are waiting for approval.

7. NEW BUSINESS

- a. Annual Audit - Sikich bought out Knute & Associates. Sikich sent a proposal for the current and annual audit similar to the services we had with Knute. The price starts the same. The audit will be late this year.
- b. Annual Levy for Library Funding
- c. PLA 2020 Conference is on February 25-29 in Nashville, TN. Director Losey will attend.
- d. ILA presentation – Director Losey showed the poster for his ILA presentation of “In Defense of the Physical Item.”

8. REMINDER - The next meeting is November 20, 2019.

9. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 7:45 PM. Bill Spain seconded it. The motion carried by voice vote.