

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

MINUTES

1. CALL TO ORDER 7:07 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. Shirley Wachowski arrived at 7:20 pm.
3. APPROVAL OF MINUTES – REGULAR MEETING – Gloria Whitaker made a motion to ACCEPT THE MINUTES FROM October 16, 2019. Mary Wajda 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 October 2019. The review of the Resolution dated October 31, 2019, covering expenses for the month of October 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 October 2019 Resolutions and summarized below.

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 with the correction of the date for the RECEIPTS AS OF NOVEMBER 20, 2019.

**BOARD MEETING  
November 20, 2019**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF October 31, 2019**

GENERAL EXPENSES	\$	22,463.01
PAYROLL EXPENSES	\$	51,763.89
BANK FEES; MAINTENANCE FEE	\$	272.37
CHARGE CARDS FEE	\$	58.07
<u>TOTAL EXPENDITURES</u>	\$	74,557.34

**RECEIPTS AS OF November 20 , 2019**

FINES, FEES & MISC. INCOME	\$	1,839.08
GIFTS	\$	
INTEREST INCOME	\$	2,210.50
Interest on taxes	\$	
Illinois Funds Reinvest	\$	510.59
Board Account	\$	1,699.91
TAXES PRIOR YEARS	\$	417.53
TAXES CURRENT	\$	4,873.38
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	9,340.49

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

BANK: Savings Account to Expense Account
1) Transfer \$ 2810.42
2) Deposit
3) Other
BANK: Expense Account to Savings Account
ACTIVITY: 1) Transfer \$ 93,336.55
2) Deposit
3) Other
BANK: Expense Account to Payroll Account
ACTIVITY: 1) Transfer \$ 49,407.09
2) Deposit
3) Other
BANK: Payroll Account to Expense Account
ACTIVITY: 1) Transfer \$
2) Deposit
3) Other

The 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 – Enterprise 5.0.1, access to the catalog in a new format for mobile devices, will be live on December 18, 2019. They have also updated language in messaging to give clearer answers to queries.
- ii. RAILS has received a \$750,000 grant to encourage participation in the census. Participating in the Census is very important for future funding. The librarians will be able to help patrons complete their Census forms online. The Census will be live on April 1, 2020.
- iii. CHANGES TO STATE LAWS – Effective January 1, 2020
  1. Exempt timekeeping was revised. Employers need to maintain records of the number of hours exempt employees work.
  2. The Workplace Transparency Act will take effect. Employers need to review their anti-harassment and anti-discrimination policies.
  3. Adult Use of Cannabis – zero tolerance for on the job use. This policy will continue to be updated.
- iv. WAIVER OF CONFLICT OF INTEREST – our law firm, Ancel Glink, will be assisting the Village of Hillside with developing regulations regarding a regulatory program for medical marijuana businesses. This will not overlap with our lawyer and negotiations with the Village concerning the relocation to Village Hall.
- v. MACMILLAN EBOOK MORATORIUM – starting November 1, 2019, Macmillan only allows libraries to purchase a single copy of new releases for the first 8-weeks after release. They also charge libraries six times more than they charge consumers.
- vi. ILA ANNUAL CONFERENCE – Doug Losey did a poster session presentation at the ILA Conference in October entitled, “In Defense of the Physical Item.” In this era of multiple streaming services and publisher restrictions on eBooks, public libraries are becoming the only place to find certain items. This will also affect the design of libraries.

## 6. UNFINISHED BUSINESS –

### a. Building Renovation –

- i. Merchandise Mart Visit – Doug Losey visited the MM with the architects to evaluate different products for the new library.
- ii. LFI visit – Doug Losey visited the Lincolnwood Public Library which was also remodeled by Project Architects. Doug saw many of the proposed design elements that will be used in our new space.
- iii. CPL visit – Doug Losey visited the Chicago Public Library’s YOUmedia Center for teens. He evaluated their innovative teen space and got information from the librarians about what worked and what did not work for them. They have a very multicultural group of users.
- iv. The staff has been evaluating usage of meeting space, space for books and media, and other metrics to understand what is important for the new space. Construction crews are cleaning up mold, asbestos, etc. from the new space. Once that is finished, the architects can finalize a design.

- b. Inter-governmental Agreement - Construction – The Village is reviewing the IGA this week and will consider it at their December meeting.
- c. Sikich fieldwork for Annual Audit - They have been working with the Village on the audit. There is a lot of work to do with the library since this is their first time. They should be finished by the end of November.
- d. Board members completed the Fraud Risk questionnaire for the Auditor.

7. NEW BUSINESS

- a. Annual Levy – Bill Spain made a motion to ACCEPT THE APPROPRIATION DETERMINATION AND DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES FOR FISCAL YEAR 2019-2020. Gloria Whitaker seconded it. Motion carried by roll call: Gloria Whitaker – Aye, Donna Kassar - Aye, Maureen Sypkens - Aye, Bill Spain – Aye, Mary Wajda – Aye, Shirley Wachowski – Aye. Donna Kassar certified the document.
- b. Staff Holiday Recognition – The Board reviewed the Staff Holiday Recognition schedule.
- c. Board Holiday Gathering – will be Friday, January 10, 2020, at Emilio’s Restaurant in Hillside at 7 pm.

8. REMINDER - The next meeting is January 15, 2020.

9. ADJOURNMENT – Gloria Whitaker made a motion to adjourn the meeting at 8:22 PM. Maureen Sypkens seconded it. The motion carried by voice vote.