

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

APRIL 16, 2014

1. CALL TO ORDER:

President Maureen Sypkens called the meeting to order at 7:00 p.m.

A. 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 unanimous consent of the Board.

Present: Maureen Sypkens, Claudell Johnson, Bill Spain, Mary Wajda and Gloria Whitaker.

ABSENT: Donna Kassar and Heide Metzger.

APPROVAL OF MINUTES:

Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE MARCH 19, 2014 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Bill Spain seconded the motion. Motion carried by roll call vote.

No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.

2. 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 April 2014.

1. The review of the Resolution dated April 16, 2014 covering expenses for the month of March 2014 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF MARCH 31, 2014:

GENERAL EXPENSES	\$ 15,053.02
PAYROLL EXPENSES	41,394.55
<u>TOTAL EXPENDITURES</u>	<u>\$ 56,447.57</u>

RECEIPTS AS OF APRIL 16, 2014:

FINES, FEES AND MISC. INCOME	\$ 1,959.86
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GIFTS

INTEREST INCOME	\$ 19.38
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PER CAPITA GRANT	\$
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REVENUE SHARING	\$
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TAXES PRIOR YEARS	2011	\$ 66.66
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TAXES CURRENT	\$ 2,696.72
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TAXES DEFERRED	\$ 327,933.96
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CORPORATE REPLACEMENT TAXES	\$
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OTHER Friends Gift from McDonalds \$ 1,258.63

TOTAL RECEIPTS \$ 333,935.21

2. Ratification and Confirmation of Investments:

Transfer \$20,000.00 from Illinois Funds to Republic Bank.

Transfer \$41,590.55 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR APRIL 2014. Motion seconded by Mary Wajda. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the April 2014 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

- Doug reported that there's not too much going on in the SWAN or RAILS department. Nearly 400 randomly selected libraries have completed the Edge Assessment. These selected libraries nationwide will complete the Edge Assessment and the data will be sorted into seven comparison groups. In Illinois 53 libraries were randomly selected to participate and complete the Edge assessment. Their results will be used anonymously to create the peer comparison reports for all Edge libraries. These libraries play a critical role in developing high-level reports on strengths and challenges in delivering and deploying technology services throughout the country. For the 2015 Per Capita Grant the library staff must print and review the Edge Assessment Workbook. It's official that Swan has signed an agreement with SIRSI, so in April of 2015 we will be making that transition. RAILS has received all of their funding from previous years. One of the things they are looking at is cooperative purchasing. There are definitely economies of scale to be found in purchasing services or materials on a regional or statewide basis.
- The annual LACONI Trustee Banquet was held on Friday, April 11, 2014. The speaker, Thomas Dyja, talked about Chicago history and it was very interesting.
- The Library will be having an in-service day on May 12<sup>th</sup>. The Library will be closed from 10:00 a.m. to 5:00 p.m., and reopened again in the evening. In the morning NAMI (National Alliance on Mental Illness) will present a one hour talk to employees. A fire and tornado drill will be conducted. Proper procedures to follow regarding police requests for patron information will also be discussed.
- The Summer Reading Program is moving along. Dennis and Cathy Cha, owners of the Hillside McDonald, have offered to sponsor part of the program. This year's theme is "Fizz, Boom, Read." This program

is geared to STEAM (Science, Technology, Education, Arts and Math). Instead of having a pool party this year, we are considering an outdoor movie screen and showing a movie on the front lawn. Tickets would be given to the readers, adult and children who have completed the program. The event would be on Sunday night, July 27<sup>th</sup>.

- Doug reminded the Board that the Statement of Economic Interest is due on May 1, 2014.
- Annually the Board reviews Executive Session meetings to determine if the minutes and tapes will not be made public. The board can vote to destroy the tapes after 18 months. The Board must do so by vote and say the specific dates. The Board should not do it in groups of three or more. If they do, that constitutes a meeting, and since they are reviewing executive session information they need to go into executive session, which in turn creates another set of tapes and minutes that must be reviewed in six months. There were no closed sessions held this year.
- The English as a Second Language group is meeting on a regular basis. They have a new teacher and approximately 20 students. The large meeting room is used for the classes.

#### D. COMMITTEE REPORTS

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – None.

#### 3. UNFINISHED BUSINESS:

A. Computer Lab Position – Candidates are still being interviewed.

#### 4. NEW BUSINESS:

- Transfer of Interest Accrued in Special Funds – Mary Wajda made a motion to: TRANSFER THE INTEREST ACCRUED IN SPECIAL FUNDS. Claudell Johnson seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.
- Board Review of Policies – Doug requested that the Board review the policies. The need for this action was the result of a part time employee who was called to jury duty for one day, but under our present policy could not be paid.
- The Board will review the Scholarship Fund and set rules for eligibility at the May meeting.

ANNOUNCEMENTS – The next meeting is May 21, 2014.

ADJOURNMENT – A motion was made to adjourn the meeting by Gloria Whitaker and seconded by Bill Spain. The meeting adjourned at 7:50 p.m.