

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 19, 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, Donna Kassar, Heide Metzger, Bill Spain Mary Wajda and Gloria Whitaker.

APPROVAL OF MINUTES:

Donna Kassar made a motion to:

ACCEPT THE MINUTES OF THE JANUARY 15, 2014 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Claudell Johnson seconded the motion. Motion carried by roll call vote.

No abstentions and no dissensions. 7 Ayes 0 Nays.

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 February 2014.

1. The review of the Resolution dated February 19, 2014 covering expenses for the month of January 2014 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF JANUARY 31, 2014:

GENERAL EXPENSES	\$ 48,821.46
PAYROLL EXPENSES	41,342.61
<u>TOTAL EXPENDITURES</u>	\$ 90,164.07

RECEIPTS AS OF FEBRUARY 19, 2014:

FINES, FEES AND MISC. INCOME	\$ 1,820.76
GIFTS	
INTEREST INCOME	\$ 13.77
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 91.12
TAXES CURRENT	\$ 1,942.25
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$

TOTAL RECEIPTS \$ 3,867.90

2. Ratification and Confirmation of Investments:
Transfer \$62,704.61 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:
APPROVE THE TREASURER'S REPORT WITH THE EXCEPTION THAT THERE IS A BANK ERROR THAT WILL BE CORRECTED ON THE NEXT REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR FEBRUARY 2014.
Motion seconded by Maureen Sypkens. Motion carried by roll call vote. No abstentions and no dissensions. 7 Ayes 0 Nays.
The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the February 2014 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

- The annual certification process was completed online. All library agencies who wish to maintain library system membership must complete the certification process between January 2 and March 31.
- RAILS has begun using an outside firm for the interlibrary delivery of items. This is a pilot project to outsource delivery and sorting at the RAILS Burr Ridge service center. Continental Transportation Solutions (CTS) of Bensenville, Illinois will be delivering materials in place of RAILS employed drivers. There were some initial problems at start up. Deliveries are now made over night rather than in the morning. One problem we encountered was that the driver lost the key to our building. It was found later in the day.
- The SWAN Board is under negotiations for a new library computer system, and the company they chose is called SirsiDynix. It will require us to retrain all the staff. We are looking at the number of staff in our various departments that will require training and to determine what kind of training. This should occur sometime between September and December.
- English as a Second Language is going very well. This is a project that Jane has worked on for a number of years. The class of about 20 people meets on Tuesday and Thursday from 9:00 a.m. to 11:00 a.m. The class is run by the Adult Education Department of Triton College.
- The Friends of the Library Book are putting in a corner bookstore. The shelves have been delivered and will be installed. The dedication ceremony will be on Friday, February 28, 2014 at 6:00 p.m. Invitations for the ceremony have been mailed.
- All of our IRS and State tax forms are in and instructions are also available.

D. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Village Hall Renovations – Library Building – Doug met with Jensen & Halstead regarding the Village renovation. Copies of the proposed design plans were passed around.

NEW BUSINESS –

A. Budget and Appropriations – Doug presented the Budget and Appropriations on screen for discussion.

ANNOUNCEMENTS – None.

REMINDERS – Next meeting is Wednesday, March 19, 2014.

ADJOURNMENT – A motion was made to adjourn the meeting by Claudell Johnson and seconded by Donna Kassar. The meeting adjourned at 8:15 p.m.