

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JUNE 18, 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, Donna Kassar, Heide Metzger, Bill Spain and Mary Wajda.

ABSENT: Claudell Johnson and Gloria Whitaker.

APPROVAL OF MINUTES:

Heide Metzger made a motion to:

ACCEPT THE MINUTES OF THE MAY 21, 2014 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Donna Kassar 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 June 2014.

1. The review of the Resolution dated June 18, 2014 covering expenses for the month of May 2014 filed under separate cover for audit in the Hillside Public Library was presented:

EXPENDITURES AS OF MAY 31, 2014:

GENERAL EXPENSES	\$ 24,544.57
PAYROLL EXPENSES	61,968.94
<u>TOTAL EXPENDITURES</u>	\$ 86,513.51

RECEIPTS AS OF JUNE 18, 2014:

FINES, FEES AND MISC. INCOME	\$ 1,994.96
GIFTS	
INTEREST INCOME	\$ 13.67
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 757.59
TAXES CURRENT	\$ 2,474.72
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 5,240.94

2. Ratification and Confirmation of Investments:

Transfer \$30,000.00 from Illinois Funds to Republic Bank.

Transfer \$44,305.49 from Illinois Funds to Republic Bank.

Motion made by Mary Wajda to:
 APPROVE THE TREASURER'S REPORT AND ACCEPT THE
 FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS
 PRESENTED IN THE RESOLUTION FOR JUNE 2014. Motion seconded
 by Donna Kassar. 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 June 2014 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

- At the recent RAILS Member Update Meeting, Dee Brennan RAILS Executive Director outlined the RAILS Plan of Service for FY 2015. This will include increased support for RAILS four shared online catalogs and recruitment of new members, in addition, increased support for other RAILS consortia and non-automated libraries. RAILS is continuing research for the Overlay and Fulfillment Project which would connect the various library catalogs for easier interlibrary loans. The Delivery Outsourcing Pilot Project appears to be successful, which would indicate a possible expansion of the outsourcing. With input from the state library and the outsourcing delivery vendor, RAILS is investigating delivery standardization. This could include new bar coded tags on items for easier sorting for delivery. The SWAN Quarterly Meeting was held on June 5th and the President of SirsiDynix came in with his team and they did a presentation of showing all the new software they will be providing us, probably in April. One of the things Doug found really interesting was that they were developing library cards that would be debit cards also.
- Summer Reading is coming along. Weekly movies, book discussions and bingo are planned. A family Lego Club has been scheduled for Saturdays. This year's Adult summer reading theme is Literary Elements. This will tie in with the science orientation of the Youth summer read program. 160 have signed up for the Youth Program. Planned programs will cover Anatomy, Chemistry, Earth Science and kinesiology, but with fun activities. The Staff are wearing summer reading tee shirts of different colors each day.
- David Peterson has joined our Team. He is being trained on what we have and how we do things. His hours are 5:00 to 9:00 p.m. Doug completed evaluations of all the staff under his direct supervision. The evaluations were based on a coaching model which seeks to assess staff strengths and weaknesses and create a conversation about the process of evaluation and performance improvement.
- Doug has completed his term as Treasurer for LACONI. He met with the incoming treasurer, Kevin Meadows who is the Director of the Joliet Public Library. Director Losey will continue to consult with LACONI on recommendations to improve the treasurer's job.
- On June 10, Doug met with Roger Stevens of McClure and Inserra to discuss our accounting procedures. He presented some of the recommendations to the Board members for discussion. The Scholarship Fund must be incorporated into our books.

D. COMMITTEE REPORTS

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

3. UNFINISHED BUSINESS:

None.

4. NEW BUSINESS:

- Prevailing Wage Ordinance – Donna Kassar made a motion to: **ADOPT THE PREVAILING WAGE RATE TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS 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.
- Non-resident card fee – Donna Kassar made a motion to: **ACCEPT THE CHARGE OF \$298.00 PER FAMILY FOR A NON-RESIDENT CARD.** Heide Metzger seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.
- Mary Wajda brought up the subject of the Scholarship Fund and this will be added to the July agenda.
- Building – Doug met with Product + Architecture to discuss the problem with the carpeting which the insurance company had cited us for. The Fire Department is concerned about the holes in the ceiling. Those two issues have to be addressed. Obtaining estimates for this work is the next step. Doug will have the architect bring in a game plan and talk to the Board at the July meeting.
- Patron comments – Complaints are ongoing about the lighting at the entrance to the library.

ANNOUNCEMENTS – The next meeting is July 16, 2014.

ADJOURNMENT – A motion was made to adjourn the meeting by Bill Spain and seconded by Mary Wajda. The meeting adjourned at 8:45 p.m.