

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

MAY 21, 2014

1. CALL TO ORDER:

President Maureen Sypkens called the meeting to order at 7:02 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, Mary Wajda and Gloria Whitaker.

ABSENT: Claudell Johnson

APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE APRIL 16, 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. 6 Ayes 0 Nays 1 Absentee.

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 May 2014.

1. The review of the Resolution dated May 21, 2014 covering expenses for the month of April 2014 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF APRIL 30, 2014:

GENERAL EXPENSES \$ 28,527.76

PAYROLL EXPENSES 40,962.06

TOTAL EXPENDITURES \$ 69,489.82

RECEIPTS AS OF MAY 21, 2014:

FINES, FEES AND MISC. INCOME \$ 1,873.94

GIFTS

INTEREST INCOME \$ 14.99

PER CAPITA GRANT \$

REVENUE SHARING \$

TAXES PRIOR YEARS \$

TAXES CURRENT \$ 10,196.25

TAXES DEFERRED \$ 5,219.63

CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 17,304.81

2. Ratification and Confirmation of Investments:

Transfer \$15,000.00 from Illinois Funds to EXPENSE ACCOUNT  
Republic Bank.

Transfer \$59,172.91 from Illinois Funds to PAYROLL ACCOUNT  
Republic Bank.

Motion made by Gloria Whitaker to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE  
FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS  
PRESENTED IN THE RESOLUTION FOR MAY 2014. Motion  
seconded by Heide Metzger. Motion carried by roll call vote. No  
abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

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

ADMINISTRATIVE LIBRARIAN

- Doug began with the SWAN/RAILS update and said that it's mostly about elections right now. The candidates are all good people, and the deadline for casting votes is Friday, May 23, 2014. The new delivery service to RAILS members serviced by the Burr Ridge facility has issues with alarms being set off and confusion with the new delivery schedule terminology. Monday delivery really means "delivered on Tuesday" and Friday delivery means "delivered on Saturday." This greatly affects Library staff that process ILL delivery and normally work Monday through Friday.
- An In-Service Day was held on Monday, May 12<sup>th</sup>. A speaker from NAMI gave a very nice presentation on the various types of mental illness that may be seen in library patrons. There was a guest speaker who talked about his personal experience with mental illness. A group exercise was held to help staff understand the difficulty a person with voices may experience. After lunch our disaster plan was reviewed and any changes to be made were noted. The fire department sent an engine company to answer questions regarding what to do in a fire or tornado. A discussion was held on what would happen during a fire and the time needed to respond and make decisions.
- A meeting was held with the SAM Consortium. The server for the group had been at Northlake but has been moved to the Forest Park Library temporarily. A new server, back up, and sonic wall are needed. Versatile is the company that will be doing the maintenance and updating on our consortium server. The server should be ready at RAILS on July 1, 2014. Version 10 of SAM is being rolled out in mid-June.

- RAILS sold the building that housed the Geneva office. The furniture was sold on an on-line auction. The furniture Doug purchased was all Steelcase cubicles and it is modular. This allows us the flexibility to use these pieces in various locations and arrangements.
- The summer reading theme is FIZ, BOOM, READ. This year the summer reading finale will be a movie on the front lawn of the library. This is being sponsored by the Hillside McDonald's.
- David Peterson has started this week as our Computer Lab technician.
- Doug ran through the year-end statistics with the Board members.
- Everyone has filed their Statement of Economic Interest.
- Doug received a call from the Fire Chief to inquire if the Library would have any interest in purchasing an AED. They cost approximately \$2-\$3,000.

#### D. COMMITTEE REPORTS

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

#### UNFINISHED BUSINESS

- A. Doug passed out information about the Scholarship Fund for the Board members to review.

#### NEW BUSINESS

- A. Building – Doug would like to have some exterior painting done specifically, the doors, rails and sign. The carpeting needs to be taken care of and the ceiling repair presents a problem. Patrons have made comments about the temperatures in the library being either too hot or too cold. Doug would like to have the architect come in to discuss the ceiling, HVAC and carpeting, He would want to know costs and a time line. The Board feels that we have to meet the needs and the safety of the patrons.
- B. Computers – Windows XP – Windows XP is no longer being supported. The computers can be upgraded to Windows 7.
- C. SAM Consortium – There will be a slight increase in cost because of the server.

#### ANNOUNCEMENTS

Next meeting is Wednesday, June 18, 2014.

ADJOURNMENT – A motion was made to adjourn the meeting by Bill Spain seconded by Donna Kassar. The meeting adjourned at 8:20 p.m.