

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

February 20, 2013

1. CALL TO ORDER:

Vice President Maureen Sypkens called the meeting to order at 7:08 p.m.

Present: Heide Metzger, Bill Spain, Maureen Sypkens, and Mary Wajda. ABSENT: Donna Kassar, Claudell Johnson and Gloria Whitaker.

2. APPROVAL OF MINUTES:

Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE JANUARY 16, 2013 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

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

No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.

3. 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 2013.

1. The review of the Resolution dated February 20, 2013 covering expenses for the month of January 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF JANUARY 31, 2013:

GENERAL EXPENSES	\$ 39,518.31
PAYROLL EXPENSES	40,138.02
<u>TOTAL EXPENDITURES</u>	\$ 79,656.33

RECEIPTS AS OF FEBRUARY 20, 2013:

FINES, FEES AND MISC. INCOME	\$ 2,165.68
GIFTS	
INTEREST INCOME	\$ 51.66
PER CAPITA GRANT	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$ 1,375.08
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 3,592.42

2. Ratification and Confirmation of Investments:

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

Transfer \$40,334.02 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 FEBRUARY 2013. Motion seconded by Heide Metzger.

Motion carried by roll call vote. No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the February 2013 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

- A look at the Monthly Statistics shows that we are generally about the same as last year.
- SWAN is going to be replacing their servers on Monday, 2/25 beginning at 7:00 p.m. This should be completed by Tuesday, 2/26 at Noon. The new servers will provide faster results for patrons searching for items. RAILS is working on a pilot program with the State Library on a statewide EBook program.
- Doug is looking at closing the library on March 4<sup>th</sup> for an in-service day. A few topics will be discussed: what to do if there is a shooter in the building; where is the library headed and where does it need to go and, to update the staff on the building status.
- Since we started buying PS3 and Xbox 360 games, the demand for them has been great and all the games are checked out.
- A Back to Books Grant application is due March 15. This is a collection development grant to libraries for the acquisition of books and other materials. Grants range from \$2,500 up to \$5,000 per library.
- The Museum Adventure Pass Program has a new site/logo that is up now. They have added Legoland and Naper Settlement.

E. COMMITTEE REPORTS

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – Doug gave the board members copies of the Proposal for Auditing Services from Knutte & Associates. Mary Wajda made a motion to: **RENEW THE THREE YEAR CONTRACT WITH KNUTTE & ASSOCIATES FOR AUDITING SERVICES.** Motion seconded by Bill Spain. Motion carried by roll call vote. No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.
3. Doug presented a Request For Quote for Accounting Services to several accounting firms that do accounting for libraries. Quick Books has been partially set up, and there is a need to eliminate the present ledger system. Work begins on the preliminary budget in March and Doug would like to have the new system in place. The selection is subject to the Library Board's approval. Bill Spain made a motion to: **ACCEPT THE PROPOSAL FOR ACCOUNTING SERVICES.** Motion seconded by Heide Metzger. Motion carried by roll call vote. No abstentions and no dissensions. 4 Ayes 0 Nays 3 Absentees.
4. UNFINISHED BUSINESS -
  - A. Building
    1. Status of approved roof project and boiler replacement project. An ad went into the newspaper. On February 28, 2013 there will be a walk through and someone from the Architect's office will be here. On March 15<sup>th</sup> the bids will be opened. A selection of the winning bids will be made at the regular Board meeting.
5. NEW BUSINESS – None.
6. ANNOUNCEMENTS – The next meeting is March 20, 2013.
7. ADJOURNMENT – A motion was made to adjourn the meeting by Maureen Sypkens and seconded by Heide Metzger. The meeting adjourned at 7:55 p.m.