

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JULY 16, 2014

1. CALL TO ORDER:

President Maureen Sypkens called the meeting to order at 7:05 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:

Heide Metzger made a motion to:

ACCEPT THE MINUTES OF THE JUNE 18, 2014 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Gloria Whitaker 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 July 2014.

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

EXPENDITURES AS OF JUNE 30, 2014:

GENERAL EXPENSES	\$ 20,922.24
PAYROLL EXPENSES	35,462.39
<u>TOTAL EXPENDITURES</u>	\$ 56,384.63

RECEIPTS AS OF JULY 16, 2014:

FINES, FEES AND MISC. INCOME	\$ 1,821.11
GIFTS	
INTEREST INCOME	\$ 15.95
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$

TOTAL RECEIPTS \$ 1,837.06

2. Ratification and Confirmation of Investments:
 Transfer \$25,000.00 from Illinois Funds to Republic Bank.
 Transfer \$42,991.41 from Illinois Funds to 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 JULY 2014. Motion seconded by Donna Kassar. 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 July 2014 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

1. RAILS has received additional funding for a statewide project for the eBank Illinois program which is a pilot statewide EBook program. The transition to SirsiDynix has begun. They are doing an inventory of all of the libraries in order to get an accurate inventory of vendor hardware, services and policies that integrate with the ILS. A Hardware and Peripherals Survey is due July 18th, and will be used to alert libraries if some of their equipment will not be compatible with the new ILS.
2. At the July Committee of the Whole meeting, there were 5 recommendations to policy changes for discussion. These policy changes are:
 - a) Set all grace periods to two days, allow unlimited renewals and provide alternate loan periods.
 - b) Uniform data entry for volumes, using a consistent naming convention within the ILS will allow a single bibliographic title with volumes 1, 2, 3, etc. under the record.
 - c) Have all boxed sets cataloged uniformly by SWAN libraries starting January 1, 2015. Boxed sets will circulate for two weeks to allow patrons time to view the material.
 - d) All public libraries in SWAN should allow patrons within the OPAC to select a location other than their home library for pickup of materials.
 - e) Allow the loan rules of the borrowing library to define the lending periods for ILL items. Reducing the number of loan rules to a loan period length of 1,7,14,21, and 28 days, using "unlimited renewals" coupled with the capability for the software to force patrons to return to the library to renew any item that has been renewed twice. It is recommended using a two day grace period for all loan rules. Fines and fees within the loan rules should remain an area where libraries should retain local library choice, as this may impact a member library's budget.

3. Summer Reading is going along very well. We've had Lego Club meetings, movies, book discussions and bingo. So far, 245 children and young adults have signed up for reading. Attendance for programs in the month of June was 423. To date, we have had 31 programs offered for summer reading. Our biggest hit was a magic show with Gary Kantor attended by 78 people.
4. We received an F.O.I.A. (Freedom of Information Act) request on June 24, 2014. They requested that all documents be in electronic format. The request was completed and sent to the organization on July 2, 2014.
5. On July 14 we again experienced flood damage due to a plumbing problem. The plumber was called in as well as the cleaning service. The insurance company has been contacted. The library had to be shut down for the day.
6. Doug met with Dan Pohrte of Product Architecture and Joe Pisano of the village on June 30th. They inspected the Village building for the proposed library, but were unable to access the required structural elements. Joe Pisano offered the village architect's analysis to Dan for his review. Based on the information received, Dan reported that, "My guess is that since the building was built to accommodate classrooms, that without structural retrofit, it would not have capacity above the basement floor which in on grade." Another inspection will be scheduled.

D. COMMITTEE REPORTS

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

3. UNFINISHED BUSINESS:

None.

4. NEW BUSINESS:

- Scholarship Fund – Doug handed out the by-laws for the Scholarship Fund. An accounting of the Scholarship Fund must be included with our audit statement.

ANNOUNCEMENTS – Board of Trustees member, Donna Kassar's son, Harith is conducting a food drive to assist the needy families in the area. This worthwhile and commendable project will go towards his effort to achieve the Eagle Scout Badge. Contributions can be brought to the Village Hall on Saturday, July 19.

The next meeting is September 17, 2014.

ADJOURNMENT – A motion was made to adjourn the meeting by Claudell Johnson and seconded by Bill Spain. The meeting adjourned at 8:00 p.m.