

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 15, 2013

1. CALL TO ORDER:

Treasurer Bill Spain called the meeting to order at 7:04 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.

B. Swear in new Board members: Swearing-in of newly elected members of the Board, Heide Metzger and Maureen Sypkens was done by President Donna Kassar. They will assume their official duties at the close of the annual May meeting. Effective in June the Officers of the Board are: President, Maureen Sypkens; Vice President, Gloria Whitaker; Treasurer, Bill Spain and Secretary, Heide Metzger. Donna Kassar made a motion to: APPROVE THE NEW OFFICERS OF THE BOARD OF TRUSTEES FOR THE HILLSIDE PUBLIC LIBRARY. Mary Wajda seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Ayes 1 Absentee.

PRESENT: Bill Spain, Donna Kassar, Heide Metzger, Maureen Sypkens, Mary Wajda and Gloria Whitaker.

ABSENT: Claudell Johnson.

GUESTS: Dan Porte, Architect, Product Architecture Plus Design

APPROVAL OF MINUTES:

Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE APRIL 17, 2013 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Gloria Whitaker 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 2013.

1. The review of the Resolution dated May 15, 2013 covering expenses for the month of April 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF APRIL 30, 2013:

GENERAL EXPENSES	\$ 181,264.92
PAYROLL EXPENSES	40,719.48

TOTAL EXPENDITURES \$221,984.40

RECEIPTS AS OF APRIL 17, 2013:

FINES, FEES AND MISC. INCOME	\$	2,083.79
GIFTS		
INTEREST INCOME	\$	65.56
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	1,088.56
TAXES DEFERRED	\$	3,847.96
CORPORATE REPLACEMENT TAXES	\$	24,987.11
OTHER	\$	
		<u>TOTAL RECEIPTS</u> \$ 32,072.98

2. Ratification and Confirmation of Investments:

Transfer \$21,000.00 from Illinois Funds to Republic Bank.

Transfer \$43,708.02 from Illinois Funds to Republic Bank.

Motion made by Maureen Sypkens to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR MAY 2013. Motion seconded by Mary Wajda. 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 2013 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

- Doug keeps a statistics summary to determine where trends are heading, etc., and basically it shows that the DVD's dominate.
- The SWAN Technology Users Group met Wednesday, May 8th. Kathy Zaleta attended this meeting. Plans for the SWAN network were discussed. A survey will be sent to all full member libraries IT/technology staff to complete. The SWAN committee made a recommendation to the SWAN board to negotiate a flexible extension to the current Innovative agreement and to hire an RFP consultant. SWAN is legally required to bid this work, but it is possible for SWAN to issue two bids at the same time. One bid could be for the open source and the other for a proprietary system. Both bids should clearly state that SWAN reserves the right to reject any and all bids.
- The server for the SAM Consortium has been at Northlake but has been moved to Forest Park. The following libraries are currently part

of this consortium: Melrose Park, Bellwood, Forest Park, Woodridge and Westchester. Northlake is a member but will be withdrawing at the end of their contract. The group will hold a remote meeting to resolve any additional issues.

- 2013 ALA Annual Conference takes place in Chicago June 27-July 2. Maura, Jane and Doug have registered for the conference.

D. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Building

1. Roof Replacement Status – Dan Porte’s Report

The roof is watertight. There is one roof drain that will have to be replaced. In terms of schedule, the roof is about a week behind because of weather as well as the mechanical part of the project. However the project should be completed by June 1.

2. Boiler Replacement Construction Schedule

Both boilers are on site, however the work has not started. The old boilers must be removed and a new slab poured. Dan recommended that the Board approve payment, but he will hold the check.

B. Accounting Services Transition

Doug has been working with the accountant and getting the chart of accounts ready for QuickBooks. The audit is set for the week of July 16.

NEW BUSINESS

A. Budget FY2013-2014 – Salary schedule – Bill Spain made a motion to: ACCEPT DOUG’S 3 PERCENT RECOMMENDATION ON THE SALARY SCHEDULE. Maureen Sypkens seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

B. Per Capita Grant Survey Proposal – Doug has been talking to other libraries to see how they are conducting the survey. The public opinion lab at NIU has been eliminated. Going door to door is the best way to get responses. We need 400 (or less) responses.

ANNOUNCEMENTS –

A. Library Card Design winners – Doug showed the board the three winning designs.

REMINDERS -

Next meeting is Wednesday, June 19, 2013.

ADJOURNMENT – A motion was made to adjourn the meeting by Donna Kassar and seconded by Bill Spain. The meeting adjourned at 8:16 p.m.

