

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

November 14, 2012

1. CALL TO ORDER:

President Donna Kassar called the meeting to order at 7:02 p.m.

Present: Donna Kassar, Claudell Johnson, Bill Spain, Maureen Sypkens, and Mary Wajda.

ABSENT: Heide Metzger and Gloria Whitaker.

APPROVAL OF MINUTES:

Maureen Sypkens made a motion to:

ACCEPT THE MINUTES OF THE OCTOBER 17, 2012 REGULAR BOARD MEETING 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.

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 November 2012.

1. The review of the Resolution dated November 14, 2012 covering expenses for the month of October 2012 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF OCTOBER 31, 2012:

GENERAL EXPENSES	\$ 23,297.47
PAYROLL EXPENSES	40,895.22
<u>TOTAL EXPENDITURES</u>	\$ 64,192.69

RECEIPTS AS OF NOVEMBER 14, 2012:

FINES, FEES AND MISC. INCOME	\$ 2,057.51
GIFTS	
INTEREST INCOME	\$ 158.04
PER CAPITA GRANT	\$ 8,365.00
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 5,999.22
TAXES CURRENT	\$ 5,287.47
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 21,867.44

2. Ratification and Confirmation of Investments:

Transfer \$36,000.00 from Illinois Funds to Republic Bank.

Transfer \$59,543.41 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 NOVEMBER 2012.

Motion seconded by Claudell Johnson. 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 November 2012 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

- The library has in the past accepted donations of non-perishable food items and/or household products in lieu of fines when overdue materials are returned to the library from December 1<sup>st</sup> through December 15<sup>th</sup>. Donations were accepted for outstanding fines on previously returned items. Donations were not accepted in place of money for lost or damaged materials. Many patrons are aware of this program and hold off on paying their fines until we have this at Christmas. Food pantries receive large amounts of food in December but fall short at other times of the year. We would like to have the Food for Fines in a different month during the coming year.
- RAILS has hired an Executive Director, Dee Brennan who is the Executive Director of the Oak Park Public Library. She will take over on January 2, 2013. Jane Plass, who has been serving as RAILS Interim Executive Director will remain with RAILS as Associate Executive Director.
- There have been changes to the Open Meetings Act. The amendment requires that the agenda for a meeting list items to "set forth general subject matter of any resolution or ordinance" in which there will be final action at the meeting. To avoid objections the item description should be as specific as possible. The agenda must be available continuously for 48 hours prior to the meeting.

E. COMMITTEE REPORTS

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

3. UNFINISHED BUSINESS – The Architects presented a Building Update complete with photo presentation, information booklets and discussion in their fields of expertise. They have met with the library staff and incorporated their suggestions in the plans. Bill Spain made a motion to: PROCEED WITH THE NEW ROOF AND NEW BOILER. Motion seconded by Donna Kassar. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.

4. NEW BUSINESS - The Board Christmas Party will be on Friday January 4, 2013. Bill Spain made a motion to: **HOLD THE CHRISTMAS PARTY AT EMILIO'S**. Motion seconded by Maureen Sypkens. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.
5. ANNOUNCEMENTS – The next meeting is January 16, 2013.
6. ADJOURNMENT – A motion was made to adjourn the meeting by Claudell Johnson and seconded by Bill Spain. The meeting adjourned at 8:12 p.m.