

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 20, 2013

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, Donna Kassar, Heide Metzger, Bill Spain, and Gloria Whitaker.

ABSENT: Claudell Johnson and Mary Wajda

APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE OCTOBER 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. 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 2013.

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

EXPENDITURES AS OF OCTOBER 31, 2013:

GENERAL EXPENSES	\$ 27,812.77
PAYROLL EXPENSES	40,889.30
<u>TOTAL EXPENDITURES</u>	\$ 68,702.07

RECEIPTS AS OF NOVEMBER 20, 2013:

FINES, FEES AND MISC. INCOME	\$ 1,711.03
GIFTS	
INTEREST INCOME	\$ 44.41
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$ 1,546.61
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$

TOTAL RECEIPTS \$ 3,302.05

2. Ratification and Confirmation of Investments:

Transfer \$39,000.00 from Illinois Funds to Republic Bank.

Transfer \$59,730.74 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 NOVEMBER 2013.

Motion seconded by Gloria Whitaker. 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 2013 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

- The ILS Committee is looking at what software needs to be changed. The consensus at the last board meeting was that SWAN would continue on with the process and the committee's recommendation. All day meetings on January 7th and 8th will score the top vendors again based upon the demos, reference feedback, and any other pertinent factors discovered since the last round of scoring.
- After several weeks of speculation that Maywood Public Library District might close, SWAN received official notice on Saturday, October 26th that it would close temporarily. The Maywood Library did reopen on Tuesday, November 12th. Their financial position remains precarious.
- On Tuesday, October 1, employers were mandated under the Affordable Care Act to notify all employees of all of their healthcare options. Open enrollment for health insurance coverage through the Marketplace began in October for coverage starting on January 1, 2014. Doug attended "PPACA Q and A for Libraries" sponsored by the Management Association. The issue of our being considered a "large" employer was discussed. The opinion of the presenter was that our library would not be included with the Village for the purpose of assessing whether we had 50 full-time employees. If we have 50 full-time employees, we are required to make available insurance to employees working 30 hours or more.
- The Friends of the Hillside Public Library Book Sale went very well bringing in \$500-\$600.00.

D. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Building

1. Basement Remodel Complete – The cost was \$73,224. The original estimate was \$72,594. Doug questioned the Board about doing a rededication ceremony or an open house. Food for Fines was also discussed as part of the program. Further discussion will be on the agenda for January.

2. The Library Survey will be inserted into the next newsletter. The electronic version will be on the website. The due date is December 22.

NEW BUSINESS –

A. Bill Spain made a motion to: ACCEPT THE TAX LEVY FOR FY 2013-2014. Motion seconded by Donna Kassar. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.

B. Maureen Sypkens made a motion to: ACCEPT THE CONCEAL CARRY POLICY ON LIBRARY PROPERTY. Motion seconded by Bill Spain. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.

C. The Board Christmas Dinner will be held on January 3rd at Stimac's at 7:00 p.m.

D. Christmas Bonus and Staff Dinner – Doug presented the annual Staff Christmas Recognition Bonus breakdown to the Board for approval. The updated 2013 schedule was approved with an amendment for those with only 6 months service or less. Approval was given for the Staff Dinner.

ANNOUNCEMENTS – None.

REMINDERS – Next meeting is Wednesday, January 15, 2014.

ADJOURNMENT – A motion was made to adjourn the meeting by Heide Metzger and seconded by Donna Kassar. The meeting adjourned at 8:11 p.m.