

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

November 19, 2014

1. CALL TO ORDER:  
President Maureen Sypkens called the meeting to order at 6:55 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, Heide Metzger, Bill Spain Mary Wajda and Gloria Whitaker.  
ABSENT: Donna Kassar.  
APPROVAL OF MINUTES:  
Gloria Whitaker made a motion to: ACCEPT THE MINUTES OF THE OCTOBER 15, 2014 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.  
Claudell Johnson 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 October 2014 (Revised) and November 2014.

1. The review of the Resolution dated October 15, 2014 covering expenses for the month of September 2014 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF SEPTEMBER 30, 2014:

GENERAL EXPENSES	\$ 27,995.99
PAYROLL	<u>43,213.45</u>
TOTAL EXPENDITURES	\$ 71,209.44

RECEIPTS AS OF OCTOBER 15, 2014:

FINES, FEES AND MISC. INCOME	\$ 1,712.59
GIFTS	
INTEREST INCOME	\$ 21.63
PER CAPITA GRANT	
REVENUE SHARING	
TAXES PRIOR YEARS	\$ 3,938.65
TAXES CURRENT	\$ 18,026.25
TAXES DEFERRED	\$

CORPORATE REPLACEMENT TAXES	\$
OTHER Insurance Carpet Claim	\$ 20,330.73
<u>TOTAL RECEIPTS</u>	\$ 44,029.85

2. Ratification and Confirmation of Investments:

Transfer \$24,000.00 from Illinois Funds to Republic Bank.

Transfer \$43,416.95 from Illinois Funds to Republic Bank.

3. The review of the Resolution dated November 19, 2014 covering expenses for the month of October 2014 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF OCTOBER 31, 2014:

GENERAL EXPENSES	\$ 30,769.36
PAYROLL	<u>65,645.38</u>
TOTAL EXPENDITURES	\$ 96,414.74

RECEIPTS AS OF NOVEMBER 19, 2014:

FINES, FEES & MISC. INCOME	\$ 2,095.68
GIFTS	\$
INTEREST INCOME	\$ 17.07
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER E-COMMERCE	499.65
<u>TOTAL RECEIPTS</u>	\$ 2,612.40

4. Ratification and Confirmation of Investments:

Transfer \$28,000.00 from Illinois Funds to Republic Bank.

Transfer \$65,947.48 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENTS FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTIONS FOR OCTOBER 2014 AND NOVEMBER 2014. Motion seconded by Gloria Whitaker. 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 October 2014 and November 2014 Resolutions and summarized above.

D. ADMINISTRATIVE LIBRARIAN:

- SWAN/SIRSI Migration Update – The things that are going to be changed are the “Pick Up Anywhere” option which honors our patrons’ preferences by allowing them to choose the location that best suits their needs and routines. SirsiDynix has partnered with ProPay to allow credit and debit payments online or in-person. Enterprise, the name of the public interface, offers libraries the ability to customize content on the pages of their profile using Rooms. SWAN will deliver a very basic profile to all libraries at go live, including a carousel of NY Times Book Lists. Staff training will be the biggest part of this and will be in three phases – online self-paced courses, in-library training and SWAN staff visits to individual libraries. SIRSI provides unlimited access to their online learning system called Mentor, through which library staff will access self-paced training courses. All library staff who will interact with SIRSI must take at least the “Essential Skills and Search Strategies” and “Keyboard Shortcuts” courses. Doug is discussing with Kathy, Jane and Maura how to accomplish training the staff.
- Friends of the Library Book Sale – The Friends of the Library held their book sale on Friday, Nov. 7<sup>th</sup> for members of the Friends Group. The sale opened to the public on Saturday, Nov. 8<sup>th</sup> and closed on Sunday, Nov. 9<sup>th</sup> and raised \$439.71. Approximately 3000 books were weeded and added to the books they had collected.
- The ESL morning and evening classes continue to do well. They will have an Open House and flyers are available at the Village Hall.

E. COMMITTEE REPORTS:

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

F. UNFINISHED BUSINESS

A. Overview of construction grants – Doug gave the Board members information regarding construction grants. This information will be useful in further discussions with the architect and will help with deciding whether or not it would be appropriate to apply for these programs. Maureen made a motion to: PURSUE MR. LARSON WITH FEES NO MORE THAN \$12,000 WITHOUT AN ADDITIONAL MEETING. Mary Wajda seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

G. NEW BUSINESS -

A. Christmas Staff Bonuses – Approval was given to follow the same formula as was used in the past.

B. Board Christmas Get Together – The Christmas Party will be held on Friday, January 9<sup>th</sup> at the Best Western at 7:00 p.m.

ANNOUNCEMENTS - The next meeting is Wednesday, January 21, 2015.

H. ADJOURNMENT - A motion was made to adjourn the meeting by Claudell Johnson and seconded by Gloria Whitaker. The meeting adjourned at 8:15 p.m.