

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

October 17, 2012

1. CALL TO ORDER:  
Secretary Claudell Johnson called the meeting to order at 7:00 p.m.  
Present: Claudell Johnson, Heide Metzger, Bill Spain, Maureen Sypkens,  
Mary Wajda and Gloria Whitaker.  
ABSENT: Donna Kassar
2. APPROVAL OF MINUTES:  
Gloria Whitaker made a motion to:  
ACCEPT THE MINUTES OF THE SEPTEMBER 19, 2012 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.
3. 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 2012.
    1. The review of the Resolution dated October 17, 2012 covering  
expenses for the month of September 2012 filed under separate cover  
for audit in the Hillside Public Library were presented:  
EXPENDITURES AS OF SEPTEMBER 30, 2012:

GENERAL EXPENSES	\$ 35,809.89
PAYROLL EXPENSES	39,997.14
<u>TOTAL EXPENDITURES</u>	\$ 75,807.03

  
RECEIPTS AS OF OCTOBER 17, 2012:

FINES, FEES AND MISC. INCOME	\$ 2,055.19
GIFTS	
INTEREST INCOME	\$ 154.99
94.08	
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 7,705.45
TAXES CURRENT	\$ 21,801.00
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 31,716.63

Transfer \$19,000.00 from Illinois Funds to Republic Bank.  
 Transfer \$40,191.14 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR OCTOBER 2012.

Motion seconded by Heide Metzger. 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 2012 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

- Doug distributed charts which compare the different categories of books checked out over the past three years. The children finished their summer reading and received their gifts.
- The annual Per Capita Grant was completed and filed with the Illinois State Library. The purpose of this year's grant was to "identify a population(s) of the library service area that does not use the library and estimate what percentage of the total population this involves. Describe how the library plans to reach out to that population(s)." The grant will provide funds for us to learn more about the changing community we serve. By utilizing more sophisticated marketing research and reaching out for input, we can provide the materials, programs and spaces that are needed.
- We did participate in the Multi-Community and Business Expo at Immanuel Christian Academy sponsored by the Hillside-Berkeley Chamber of Commerce and the Westchester Chamber of Commerce.

E. COMMITTEE REPORTS

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – Bill Spain made a motion to: ACCEPT THE LEVY FOR THE FISCAL YEAR 2012-2013. Motion seconded by Maureen Sypkens. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.
3. UNFINISHED BUSINESS -
  - A. Friends of the Library – Heide Metzger worked hard to reestablish the Friends of the Library. Two officers of the newly formed group came to the meeting and were introduced to the Board. Doug explained the function of the "Friends" i.e., to raise money for specific projects for the library that may not be funded by tax dollars. An update of the by-laws was discussed.
  - B. Building – Architect – The architect came in and met with the staff. They offered five different scenarios and discussed the pros and cons. They also met with our

technology consultant to discuss future technology plans/needs.

4. NEW BUSINESS –
  - A. Holiday Bonus – The annual Holiday Staff Recognition Bonus was presented to the Board for approval. Maureen Sypkens made a motion to: ACCEPT THE HOLIDAY BONUS FOR STAFF. Claudell Johnson seconded the motion. No abstentions and no dissensions. 6 Ayes Nays 1 Absentee.
  - B. Longevity Awards – The Board discussed the subject and came to a decision. Maureen Sypkens made a motion to: ACCEPT THE LONGEVITY AWARDS AS DISCUSSED. Heide Metzger seconded the motion. No Abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.
  - C. Calendar for 2013 – Gloria Whitaker made a motion to: APPROVE THE CALENDAR FOR 2013. Bill Spain seconded the motion. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.
5. ANNOUNCEMENTS – The next meeting is November 14, 2012.
6. ADJOURNMENT – A motion was made to adjourn the meeting by Claudia Johnson and seconded by Gloria Whitaker. The meeting adjourned at 8:30 p.m.