

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

September 18, 2013 (Corrected)

1. CALL TO ORDER:

Vice President Gloria Whitaker called the meeting to order at 7:02 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 (arrived at 7:05), Claudell Johnson, Donna Kassar, Bill Spain, Mary Wajda and Gloria Whitaker.

ABSENT: Heide Metzger.

GUESTS: None.

2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to: ACCEPT THE MINUTES OF THE JULY 17, 2013 REGULAR BOARD MEETING AND JULY 31, 2013 AND AUGUST 20, 2013 SPECIAL MEETINGS 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 August 2013 and September 2013.

1. The review of the Resolution dated August 21, 2013 covering expenses for the month of July 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF JULY 31, 2013:

GENERAL EXPENSES	\$ 32,264.27
PAYROLL	<u>42,206.89</u>
TOTAL EXPENDITURES	\$ 74,471.16

RECEIPTS AS OF AUGUST 21, 2013:

FINES, FEES AND MISC. INCOME	\$ 3,210.84
GIFTS	
INTEREST INCOME	\$ 14.92
PER CAPITA GRANT	
REVENUE SHARING	
TAXES PRIOR YEARS	\$ 698.62
TAXES CURRENT	\$158,633.12

TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	
<u>TOTAL RECEIPTS</u>	\$162,557.50

2. Ratification and Confirmation of Investments:

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

Transfer \$42,406.89 from Illinois Funds to Republic Bank.

Transfer \$13,000.00 within Republic Bank.

3. The review of the Resolution dated September 18, 2013 covering expenses for the month of August 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF AUGUST 31, 2013:

GENERAL EXPENSES	\$ 20,179.86
PAYROLL	<u>41,308.45</u>
TOTAL EXPENDITURES	\$ 61,488.31

RECEIPTS AS OF SEPTEMBER 18, 2013:

FINES, FEES & MISC. INCOME	\$ 2,022.46
GIFTS	\$
INTEREST INCOME	\$ 15.50
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$251,699.56
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$253,737.52

4. Ratification and Confirmation of Investments:

Transfer \$32,000.00 from Illinois Funds to Republic Bank.

Transfer \$41,506.45 FROM Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENTS (WITH QUESTIONS NOTED ON THE TREASURER'S REPORT RE INSURANCE CHECKS RECEIVED AND DEPOSITED) FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTIONS FOR AUGUST 2013 AND SEPTEMBER 2013. Motion seconded by Donna Kassar. 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 August 2013 and September 2013 Resolutions and summarized above.

D. ADMINISTRATIVE LIBRARIAN:

- The State Library had a pilot program in place to evaluate the use of an outside company to deliver items from library to library. At its August 16 meeting, the RAILS Board decided to postpone a vote on a pilot project to outsource delivery. The SWAN ILS Committee will create seven task force groups that will present vendor demonstrations in October. On Friday morning, August 30<sup>th</sup> SWAN took action to freeze all Internet Access and Enhanced Access holds and block these generic patrons from placing any further holds. Elmhurst Public Library has also left SWAN, but they have affiliated with another group of libraries and we do not anticipate the same difficulties with Elmhurst. The State Library has provided RAILS with a grant to develop a region wide EBook lending program. This will be called eRead Illinois. Individual libraries will be able to become members and loan EBooks to their patrons.
- Elmhurst Library has also left SWAN, but they have affiliated with another group of libraries and we do not anticipate the same difficulties with Elmhurst that we are experiencing with Orland Park. Elmhurst is using what is called an overlay product that allows them to share materials with libraries that do not have the same ILS software.
- The 2013 ILA annual Conference will take place in Chicago, October 15-16 and 17 at Navy Pier. There will be vendors demonstrating their products. Exhibits open at 12:30 on Wednesday, October 16<sup>th</sup> and close on Thursday, October 17<sup>th</sup> at 12:30. Wednesday is ILA Trustee Day. We had 258 children sign up for the summer reading program. Out of these 172 completed the program. The annual pool party was held on August 1<sup>st</sup>.
- A one-sheet survey, which does include a direct question of why a resident may not use the library and focuses on which qualities residents value about the library, was sent out last week.
- Every two years, the Secretary of State and the Illinois State Library are required to file a comprehensive assessment of the capital needs of all public libraries with the Illinois General Assembly by Friday, October 25, 2013.
- Libraries have a long history of meeting public demand for consumer health information. Libraries are likely to see an increased demand for these services with the establishment of federal and state-run Health Insurance Marketplaces, which open for public enrollment on October 1, 2013.

E. COMMITTEE REPORTS:

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

F. UNFINISHED BUSINESS – Basement Remodel and Schedule - The schedule for the basement has been agreed upon and contracts are being

formalized. When all material is received then construction will begin. They estimate they will complete the work by mid-October.

G. NEW BUSINESS -

A. Audit Report – Alfredo Rodriguez, Jr., CPA of Knute Associates, P.C. presented our Annual Audit. He reviewed the audit and explained the language and the meaning of several clauses in the audit. He answered questions from the board.

B. Accounting Transition – The transition to QuickBooks is progressing. There are questions about what our current reports mean and their relevancy to the board's needs. The difference between an accrual and cash basis accounting system were explained and the library is on a modified Cash/Accrual basis. Our previous accounting system was an individual method that used parts of both systems.

H. ANNOUNCEMENTS - The next meeting is Wednesday, October 16, 2013.

I. ADJOURNMENT - A motion was made to adjourn the meeting by Maureen Sypkens and seconded by Bill Spain. The meeting adjourned at 8:16 p.m.