

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

JANUARY 20, 2016

1. CALL TO ORDER:

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: Gloria Whitaker, Maureen Sypkens, Dan Bindert, and Bill Spain, Donna Kassar, Mary Wajda.

Absent: Claudell Johnson.

2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE NOVEMBER 18, 2015 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Gloria Whitaker seconded the motion. Motion carried by roll call vote.

6 Ayes 0 Nays 1 Absentee.

Absent: Claudell Johnson.

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 January, 2016.

**EXPENDITURES AS OF DECEMBER 31, 2015**

GENERAL EXPENSES	\$	31,335.09
PAYROLL EXPENSES	\$	43,317.55
<u>TOTAL EXPENDITURES</u>	\$	74,652.64

**RECEIPTS AS OF JANUARY 20, 2016**

FINES, FEES & MISC. INCOME	\$	1,638.03
GIFTS	\$	
INTEREST INCOME		105.82
Interest on taxes	\$0.00	
Republic Bank	\$2.16	
Illinois Funds	\$103.66	
PER CAPITA GRANT	\$	
TAXES PRIOR YEARS	\$	

	TAXES PRIOR 2008 \$	
TAXES CURRENT	\$	1,322.48
CORPORATE REPLACEMENT TAXES	\$	
<b>TOTAL RECEIPTS</b>	\$	<b>3,066.33</b>
BANK: Illinois Funds to EXPENSE ACCOUNT		
ACTIVITY:	1) Transfer	\$27,000.00 to Republic Bank
	2) Deposit	
	3) Other	
BANK: Illinois Funds to PAYROLL ACCOUNT		
ACTIVITY:	1) Transfer	\$43,518.95 to Republic Bank
	2) Deposit	
	3) Other	
BANK: Republic Bank Money Market to EXPENSE ACCOUNT		
ACTIVITY:	1) Transfer	\$0.00 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 APRIL 2016. Motion  
seconded by Donna Kassar. Motion carried by roll call vote. 6 Ayes 0  
Nays 1 Absentee.  
The Board of Trustees finalized the monthly Treasurer's Report by  
signing all checks as listed in the January 2016 Resolution and  
summarized above.

#### 4. ADMINISTRATIVE LIBRARIAN

##### A. SWAN-SIRSI Migration

A number of staff have attended "Enterprise Tips and Tricks Forum" presented by SWAN to let library personal share methods and tips. SWAN will be reconfiguring Item Category 1 and the related format facet in Enterprise. We are also considering adding new facets and changing the labels on the Include and Exclude buttons.

##### B. Statement of Economic Interest

In accordance with the Illinois Governmental Ethics Act, I have filed the list of filers to the Clerk's Office and Statements of Economic Interests-2015 filings, which are due on May 1.

**C. ESL Program**

We have two full classes and would like to maintain the community connections these classes foster. We have 17 people enrolled for this class. Maintaining the continuity of an evening class was important so that we keep those people coming to the library, learning English, and word of mouth advertising. However, students do not receive credit for the class through Triton.

**D. Library Insurance**

Our insurance broker has informed me that our insurance has been renewed and the cost is lower than last year (approximately a 3.6% decrease). This is in spite of our claim for water damage from the bathroom upstairs. I did request that instead of period billing that they bill us for the entire year. The periodic billing never seems to be on the correct schedule for board approval in time to avoid being late.

**E. Staff Reorganization & Hiring**

With Jane retiring I have decided to split the one full time position into two part time positions. I will also be replacing David's position as Information and Technology Librarian. Maura has expressed interest in assuming the role of Adult Services Librarian, and know she will do an excellent job assuming Jane's responsibilities.

**F. Per Capita Grant**

I completed the Per Capita Grant application and submitted it to the State Library. There is a concern that even if the funds are awarded to libraries the lack of political agreement may not yield any money. My grant proposal is based on reaching those patrons that are not do not have technology literacy and using mobile technology to engage them.

**G. Reminder of Time Capsule**

January brings the requirement to mark our calendars for June 20, 2025, to host a community celebration and open the Time Capsule buried in cement at our front entrance.

5. COMMITTEE REPORTS

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

6. UNFINISHED BUSINESS:

A. Employee Handbook revisions are proceeding and the board will need to make several decisions in the future regarding the benefits and policies that are in the current plan.

B. PLA- Denver Every two years the Public Library Association holds a conference. This year it is being held in Denver and Director Losey presented an agenda of programs and an estimated cost to attend. Gloria Whitaker made a motion for Director Losey to attend the PLA Conference in Denver. The motion was seconded by Bill Spain. Motion carried by roll call vote. 6 Ayes 0 Nays 1 Absentee.

7. ANNOUNCEMENTS:

8. REMINDERS: The next meeting is February 17, 2016 at 7:00 PM.

9. ADJOURNMENT

A motion was made to adjourn the meeting by Gloria Whitaker and seconded by Maureen Sypkens. The meeting adjourned at 8:02 p.m. Motion carried by roll call vote.

6 Ayes 0 Nays 1 Absentee.