

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JUNE 17, 2015

1. CALL TO ORDER:

Claudell Johnson called the meeting to order at 7:04 p.m.

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: Claudell Johnson, Gloria Whitaker, Mary Wajda and Bill Spain. Absent: Donna Kassar and Maureen Sypkens

2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE MAY 20, 2015 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Bill Spain seconded the motion. Motion carried by roll call vote.

4 Ayes 0 Nays 2 Absentees.

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 June 2015.

1. The review of the Resolution dated May 31, 2015 covering expenses for the month of May 2015 filed under separate cover for audit in the Hillside Public Library was presented:

EXPENDITURES AS OF MAY 31, 2015:

GENERAL EXPENSES	\$ 28,748.45
PAYROLL EXPENSES	\$ 69,263.76
<u>TOTAL EXPENDITURES</u>	\$ 98,012.21

RECEIPTS AS OF JUNE 17, 2015:

FINES, FEES AND MISC. INCOME	\$ 1,327.71
GIFTS	\$

INTEREST INCOME	\$ 27.06
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$

TAXES CURRENT	\$ 2,172.68
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$ 27,891.76
OTHER SWAN RECIPROCAL	\$ 36.05
<u>TOTAL RECEIPTS</u> \$ 31,455.26	

2. Ratification and Confirmation of Investments:

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

Transfer \$48,656.75 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 MAY 2015. Motion seconded by Gloria Whitaker. Motion carried by roll call vote. 4 Ayes 0 Nays 2 Absentees.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the May 2015 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

1. SWAN-SIRSI Migration Update

SWAN WorkFlows 3.5GA went live on the new Symphony system Tuesday, April 14th. SWAN received many comments that use of "DELINQUENT" was overly negative and off-putting to patrons. In the end, it was decided that "ALERT" encouraged patrons to check the status of their account. It was also reported that "Standard shelving location" was confusing to patrons. Stacks, the corresponding location in WorkFlows, will appear in Enterprise instead of the longer description.

There are many technical changes necessary because SIRSI handles many things differently than Millennium. SIRSI uses item types to drive circulation. Under the Millennium system, location was the determinate. With SIRSI the item type refers to what the item is, i.e. BOOK. If that book has a different loan rule, such as a new book, being loaned for one week with no holds allowed, then SIRSI requires that it have a different item type, i.e. BOOK – NEW.

There are a few parts coming online quickly. Voice automated dialing will be available to let you know if you have an item on hold or an item that is overdue. There is also software that is being released in September, to use a tablet to distribute new library cards at locations other than the library.

2. Credit Card Fees
Patrons will now be charged the service fee to use their credit card to pay for fees.
3. Renovation Progress Report
We have completed most of the major construction work, painting, carpeting, and ceiling repair and replacement. The staff and librarians have spent many days organizing the items and moving items to new locations to accommodate different needs. Large Print books have been moved to the front of the library. Space has been allocated to a Teen Area, laptop computing area, and Graphic Novel shelving. The air ducts are insulated with black fiberglass, so they can't be cleaned. So we will be receiving a refund for the duct cleaning.
Doug is receiving quotes to replace the current items with furniture that is better suited for reference work as it now occurs. Our Per Capita Grant funds are to be spent or allocated by June 30, 2015. The grant was to create study space, both individual and group. Doug has received pricing on many products that fill these needs. There are many innovative, but expensive solutions available and the appropriate products will be ordered.
4. LIMRiCC Refund
The Library Insurance Management and Risk Control Combination (LIMRiCC) was established to provide conventional insurance coverage and/or self-insurance for claims against or by its participants. This covered "wrongful acts", which are defined as "an act that will damage, physically or emotionally another person." This pool was dissolved and funds are distributed as cases are closed. This is the second such payment we have received. This refund is for \$34,415.67.
5. Summer Reading Program
The kid's reading theme is "Every Hero Has a Story". The finale is set for August 1st. This year the sign up tent was placed in the center area and will be more visible and hopefully attract more participants.

E. COMMITTEE REPORTS

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

4. UNFINISHED BUSINESS:

- A. Building
Additional furniture, carpeting and painting needs.
- B. Trustee Replacement
Maureen spoke with Mr. Bindert and he expressed interest in joining the library board.
- C. Open House planning

The Open House was postponed from the weekend before the Summer Reading Program started, so as to not take away from that. August is now being considered to hold the Open House.

5. NEW BUSINESS:
Prevailing Wage Ordinance – for June 2015, Cook County
A motion was made by Claudell Johnson to pass the Prevailing Wage Ordinance. Motion seconded by Bill Spain. Motion carried by roll call vote.
4 Ayes 0 Nays 2 Absentees.
6. ANNOUNCEMENTS: No announcements, but Doug did have a question with the personnel manual wording for the time off for the 4th of July. The wording is confusing with the 4th of July falling on a Saturday this year.
7. REMINDERS: The next meeting is July 15, 2015.
8. ADJOURNMENT – A motion was made to adjourn the meeting by Claudell Johnson and seconded by Bill Spain. The meeting adjourned at 8:04 p.m.
Motion carried by roll call vote.
4 Ayes 0 Nays 2 Absentees.