

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

JULY 15, 2015

1. CALL TO ORDER:

Claudell Johnson called the meeting to order at 7:11 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: Claudell Johnson, Gloria Whitaker, Mary Wajda, Bill Spain, Donna Kassar and Maureen Sypkens.

Guests: Master Degree student in Education at National Lewis University.

2. APPROVAL OF MINUTES:

Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE JUNE 17, 2015 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Claudell Johnson seconded the motion. Motion carried by roll call vote.

6 Ayes 0 Nays 0 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 July 2015.

1. The review of the Resolution dated June 30, 2015 covering expenses for the month of June 2015 filed under separate cover for audit in the Hillside Public Library was presented:

EXPENDITURES AS OF JUNE 30, 2015:

GENERAL EXPENSES	\$195,368.32
PAYROLL EXPENSES	\$ 43,455.53
<u>TOTAL EXPENDITURES</u>	<u>\$238,823.85</u>

RECEIPTS AS OF JULY 15, 2015:

FINES, FEES AND MISC. INCOME	\$ 1,401.77
GIFTS	\$
INTEREST INCOME	\$ 36.41
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$

TAXES CURRENT	\$
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER LIMRiCC Dividend	\$ 35,415.67
<b><u>TOTAL RECEIPTS</u></b>	<b>\$ 36,853.85</b>

2. Ratification and Confirmation of Investments:
  - Transfer \$29,000.00 from Illinois Funds to Republic Bank.
  - Transfer \$43,654.83 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 JUNE 2015. Motion seconded by Donna Kassar. Motion carried by roll call vote.

6 Ayes 0 Nays 0 Absentees.

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

#### D. ADMINISTRATIVE LIBRARIAN

##### 1. SWAN-SIRSI Migration Update

There are many technical changes necessary because SIRSI handles many things differently than Millennium. Problems with holds, procedures and other issues are still being fixed. Staff are still learning how to handle more complex issues and finding faster ways to operate. SWAN has initiated another round of classes to help staff at various libraries share information about how certain activities are done at each library. Our staff will be attending classes on the inner workings of SirsiDynix Symphony. In these sessions, we will cover the tables and policies that drive Symphony and review best practices for selecting item types, item categories and the creation of pre-cat records.

##### 2. Summer Reading Program

So far over 170 children have registered and over 40 adults have registered. The Summer Reading Finale is planned for August 1.

##### 3. In-Service Day

Signage is an example of finding a balance between too much and too little. Current policies on computer time usage, issuing of visitor passes and policies regarding fines and other patron activities will be discussed. Staff input is being sought for a thorough review of our policies, many of which were written in a different technology environment. Many policies are no longer enforceable, such as no cell phone use in the library.

##### 4. Unique Collection Co.

Unique Collection is meeting with library directors in Burr Ridge on July 16th. They are library specialists who work to recover overdue materials, fines and fees without alienating patrons due to our Gentle Nudge

Process. By working exclusively with libraries, they understand our needs. Their partnerships with automation vendors make it easy for libraries to use their service with minimal commitment of staff time and our emphasis on material recovery and patron goodwill.

During the year 2014, patrons accrued \$7,293.53 in fines and lost items charges. During the 2013 year, they accrued \$5,135.27. From January 2009 to April 15th, 2015 the library has outstanding unpaid fines and lost item charges of \$51,490. They use a process to effectively and courteously prompt patrons to return long-overdue materials to the library and resolve outstanding fines/fees.

5. Audit

The audit for this year is scheduled for July 21 and 22. Knutte and Associates will perform their field work on those days and then compile the Audit. Once the Audit is completed, they can present it to the board at the September meeting if desired.

E. COMMITTEE REPORTS

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

4. UNFINISHED BUSINESS:

A. Building - Additional furniture, carpeting and other needs.

The original estimate was \$160,577 and the actual cost was \$155,716. With a balance of \$4,800 less than originally estimated. The reason was because of not being able to replace any of the duct work or vents. There are a couple projects in the works. The office furniture was quoted to be assembled at \$1,400 to have a professional to come in and set-up. An estimate of \$6,900 was given to carpet the staff office and tech services office. That includes moving the furniture, putting the carpet down and repositioning the furniture.

received a quote for new furniture for Doug's office and chair. He would also like a smaller island so he can have a meeting with 4 people. They would like to move tables from the front of library into the teen area and get a smaller table to put the computer on. An electrical box and a box for the computer cable is there already. The printer over there is no longer being used for anything. A charging tower would be helpful, to provide rapid charging for portable devices. Also, they want to get smaller tables for the DVD's, being at counter height at 36" high.

A motion was made by Maureen Sypkens to accept the possible additional improvements with a budget of \$13,000. Motion seconded by Claudell Johnson. Motion carried by roll call vote.  
6 Ayes 0 Nays 0 Absentees.

B. Trustee Replacement

Doug will call Dan Bindert regarding becoming a trustee, prior to the September meeting.

C. Open House planning

Maybe a Friday night would work best? Wine and cheese theme and have things for the kids to do in the basement. Having a jazz musician would be fun! David can demonstrate all the things you can download.

Maureen Sypkens moves to close the meeting.

Maureen Sypkens moves to close the closed meeting. Gloria Whitaker seconds. Motion carried by roll call vote.

6 Ayes 0 Nays 0 Absentees.

Maureen Sypkens moves to open the session. Claudell Johnson seconds. Motion carried by roll call vote.

6 Ayes 0 Nays 0 Absentees.

The board motions to approve a 3% increase in Doug's salary, retroactive to May 1, 2015.

5. NEW BUSINESS:

A. Installation of used office furniture previously purchased.

6. ANNOUNCEMENTS: No announcements.

7. REMINDERS: The next meeting is September 16, 2015.

8. ADJOURNMENT – A motion was made to adjourn the meeting by Mary Wajda and seconded by Bill Spain. Motion carried by roll call vote.

6 Ayes 0 Nays 0 Absentees.