

**HILLSIDE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
July 20, 2016

**A. CALL TO ORDER:**

Maureen Sypkens called the meeting to order at 7:06 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: Maureen Sypkens, Gloria Whitaker, Bill Spain, Mary Wajda, Donna Kassar, Dan Bindert,

Absent: Claudell Johnson

**B. APPROVAL OF MINUTES:**

Maureen Sypkens made a motion to:

**ACCEPT THE MINUTES OF THE MAY 18, 2016 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY**

Donna Kassar seconded the motion. It was noted that some board members received minutes from May, 2016 and others had incomplete minutes. Maureen Sypkens amended her Motion and added to delay approval of minutes until the September meeting. Donna Kassar seconded the amended motion. Carried by voice vote.

6 Ayes, 0 Nays, Absentee 1.

**C. REPORTS OF THE OFFICERS:**

1. **PRESIDENT'S REPORT:** None.

2. **SECRETARY'S REPORT:** None.

3. **TREASURER'S REPORT:** Bill Spain presented the Treasurer's Report for July, 2016

a) The review of the Resolution dated July 20, 2016, covering expenses for the month of June, 2016, filed under a separate cover for audit in the Hillside Public Library were presented:

b) Motion made by Mary Wajda to:

**APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR July 20, 2016.**

Motion seconded by Gloria Whitaker.

Motion carried by roll call vote.

Maureen Sypkens-Aye, Gloria Whitaker- Aye, Bill Spain- Aye, Mary Wajda-Aye, Donna Kassar- Aye, Dan Bindert-Aye.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the July 20, 2016 Resolution and summarized below.

**C. TREASURER'S REPORT:** Bill Spain presented the Treasurer's Report for July, 2016

Continued Directors Report page 1

D. REVIEW OF BILLS AND FINANCIAL ACCOUNTING:

EXPENDITURES AS OF June 30, 2016

GENERAL EXPENSES \$ 35,981.56

PAYROLL EXPENSES \$ 40,934.57

TOTAL EXPENDITURES \$76,916.13

RECEIPTS AS OF July 20, 2016

FINES, FEES & MISC. INCOME \$1,687.20

GIFTS

INTEREST INCOME	Interest on taxes	\$0.67	\$278.55
	Republic Bank	\$1.37	
	Illinois Funds	\$276.51	

PER CAPITA GRANT \$6,287.82

REVENUE SHARING

TAXES PRIOR YEARS \$1,585.85

TAXES CURRENT \$

TAXES DEFERRED \$

CORPORATE REPLACEMENT TAXES

OTHER ProPay (Credit card receipts) \$400.00

TOTAL RECEIPTS \$ 10,239.42

Ratification and Confirmation of Investments:

BANK: Illinois Funds to EXPENSE ACCOUNT

ACTIVITY: 1) Transfer \$0.00 to Republic Bank  
2) Deposit  
3) Other

BANK: Illinois Funds to PAYROLL ACCOUNT

ACTIVITY: 1) Transfer \$0.00 to Republic Bank  
2) Deposit  
3) Other

BANK: Republic Bank Money Market to EXPENSE ACCOUNT

ACTIVITY: 1) Transfer \$41,124.17 to Republic Bank  
2) Deposit  
3) Other

#### **D. ADMINISTRATIVE LIBRARIAN SWAN**

On Tuesday 7/12 at 6:00am, SirsiDynix upgraded SWAN's Symphony ILS from version 3.5.0 to 3.5.1.1. This upgrade included improvements such as signature pads now support additional languages and WorkFlows toolbars have additional font and icon sizing settings for better visibility. The South Suburban College completed a transition from SWAN into the Consortium of Academic and Research Libraries in Illinois (CARLI) as of 7/7/2016. The College is no longer circulating material in SWAN's Symphony ILS.

The SWAN Board has approved a lease for SWAN to move to space outside the RAILS building. The servers would remain at RAILS in Burr Ridge and meeting rooms and conference rooms would remain available at the RAILS Burr Oak Facility for SWAN usage. The new location will be at 800 Quail Ridge Drive, Westmont, IL 60559 (near Route 83 and Ogden Road. The move is anticipated to take place sometime in early October.

SWAN has had formal talks with the leadership of the LINC and MAGIC consortiums. The organization representatives met on Friday, July 8 to review a draft of a Memorandum of Understanding (MOU). This document was prepared by Klein Thorpe Jenkins and is a framework defining all of the steps to finalize LINC and MAGIC libraries to join SWAN. RAILS is included as the LLSAP Grants will play an important part within the costs associated with 20 plus libraries joining SWAN. The grant program will also cover the data migration costs and other services such as SirsiDynix Professional Services for consulting and configuration.

Friday, July 22 at Moraine Valley Community College SWAN will hold the first annual summer SWANstravaganza. There will be trainings, orientations, networking, programming overviews, and presentations in the conference rooms, classrooms, and computer labs. Registrants can network and visit our event sponsor tables.

#### **RAILS**

RAILS has resumed conversations with an architect/ consultants about repair and upgrades to the Burr Ridge building. Two years ago RAILS replaced a leaking roof, corrected serious problems with the foundation that were causing the building to crack and settle, and repaved the parking lot.

The architects have informed RAILS that the building does not meet code in many areas, which is not surprising given the age of building and lack of maintenance over many years. The bathrooms and kitchen are particularly problematic. RAILS needs to address these problems; to meet basic code and health and safety requirements, and avoid further deflation of the value of the building if RAILS decided to sell it in the future.

The goals for RAILS in FY 2017 include:

- Continue LLSAP grants; LINC, MAGIC and SWAN will be a major priority although it may not happen until 2018–2019.
- Investigate/possibly implement a Museum Pass program as a way to share cultural resources with RAILS member libraries and their customers
- Expand statewide access to e-content through RAILS group purchase program, eRead Illinois and other e-initiatives.

- Investigate further downsizing of RAILS physical footprint through additional consolidation of building sites, with focus on service centers in Rockford and Bolingbrook.
- Develop a robust disaster recovery solution with replication of network services to CMS datacenter location in Springfield.
- Continue a robust continuing education program designed to meet member needs as identified in the FY2016 CE member survey.
- Continue partnership with the Management Association to provide important services to members, including discounted memberships for qualifying libraries and continuing education for all members.

### **SUMMER READING**

The Hillside Public Library is a Pokémon Go GYM and there are some Pokestops in the park next door. Pokémon (short for “pocket monsters”) was originally a video game released in 1995. You could play as a human “trainer” who traveled the tiny virtual world collecting weird, adorable “pocket monsters” (Pokémon). In Pokémon Video Games, players catch and train Pokémon in order to compete at Gyms. Nationally libraries have already see an increase of foot traffic for library buildings, attracting teens and young adults who may not typically be library patrons.

Our summer reading program is going well with total signups for the youth age group at 118. There 46 participants that have completed the reading requirements and more are close to finishing. Youth Program attendance in June was 64 and July programs have had 30 to today. The young adult age group has had 117 participants in June programs. There are four programs per week for this age group, which include movie night, a book discussion group, video game and bingo night. Upcoming events are a scavenger hunt and the season finale.

### **IN-SERVICE DAY**

The library is planning an in-service day for August 12<sup>th</sup>. We will have on site training conducted by an A to Z representative in how to use the new database. Kathy and Maura will be attending a workshop called “Preparing for Active Shooter Situations” on August 4<sup>th</sup>. The work shop is led by a senior executive responsible for the FBI’s Active Shooter Initiative and 19-year veteran of the FBI. They will report back how to handle these situations. We are continuing to talk with staff regarding issues they wish to address.

### **STATE ANNUAL REPORT**

The Board of Trustees must prepare a written report for the preceding fiscal year (IPLAR) to be filed with the State Librarian not later than 90 days following the end of the fiscal year (75 ILCS 16/30-65). Our report was filed on June 30, 2016. Per the report we had 51386 print items, 4,402 audio items, and 4,378 DVD’s. We loaned 27, 019 adult items and 14, 564 youth items. The total number of items loaned is 41, 564.

### **NEW DATABASE**

We have a new database called A to Z databases which is a Job Search, Reference & Mailing List Database including 30 million business & executive profiles & 220 million residents. Ideal for sales leads, mailing lists, market research, employment opportunities, finding friends and relatives.

The residential database is compiled from data sources including thousands of white pages, national directory assistance data, real estate deed and tax information, voter registration data, mail order data, warranty cards, and many other sources.

E. COMMITTEE REPORTS

1. ADMINISTRATION – None.

2. BUSINESS/FINANCE – None.

- a) Scholarship Fund- The scholarship application and by-laws were reviewed. The application essay topic was changed to: “How do you see the library of the future best serving the community?” The fall library newsletter will be going out and this information will be included in addition the application and other information will be posted to our website. We will seek additional publicity for the scholarship by trying to mention it in the village newsletter and the electronic sign.

F. UNFINISHED BUSINESS:

1. BUILDING

Director Losey has spoken several times with KBR, who are supervising all the contractors. They plan to start in September so we can finish summer reading and get ESL started. Colors will need to be confirmed and a schedule developed.

2. REFERENCE DESK AREA

With the addition of two part time librarians the area that is used by the reference librarians is cramped and ill suited for their various duties. Andersen Office Interiors measured and inventoried the remaining office furniture downstairs. They will review it and see if they can use it for the reference area.

G. NEW BUSINESS:

1. MERCHANT SERVICES

Director Losey spoke with Republic Bank regarding the library’s ability to accept credit cards at our circulation desk. Currently only online payments can be made with a credit card. As the society moves towards a cashless economy, the ability to accept credit and debit cards for payment of copies, fines, and printing are essential. The credit card processing at Republic Bank is geared towards larger volumes than we anticipate. The online credit service company Square is an option that will be examined as an option.

H. ANNOUNCEMENTS:

I. REMINDERS: The next meeting is September 21, 2016 at 7:00 PM.

J. ADJOURNMENT

A motion was made to adjourn the meeting was made by Mary Wadja and seconded by Maureen Sykens. Motion carried by voice vote.

6 Ayes 0 Nays 13 Absentee.

The meeting adjourned at 8:09 p.m.