

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
May 18, 2016

A. CALL TO ORDER:

Claudell Johnson 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: Gloria Whitaker, Bill Spain, Claudell Johnson, Mary Wajda, & Donna Kassar. Dan Bindert arrived at 7:16 PM

Absent: Maureen Sypkens

Attending: Roger Stevens of McClure and Inserra

B. APPROVAL OF MINUTES:

C. Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE MARCH 16, 2016 AND THE APRIL 20,
2016, REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC
LIBRARY WITH CORRECTIONS.

Donna Kassar seconded the motion. Motion carried by roll call vote.

6 Ayes, 0 Nays, Absentee 1.

D. 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 May, 2016
 - a) The review of the Resolution dated May 18, 2016 , covering expenses for the month of May, 2016, filed under a separate cover for audit in the Hillside Public Library were presented:
4. Motion made by Mary Wajda to:

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

Motion seconded by Gloria Whitaker.
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 May, 2016 Resolution and summarized below.

EXPENDITURES AS OF April 30, 2016

GENERAL EXPENSES		\$	36,940.59
PAYROLL EXPENSES		\$	56,123.27
	<u>TOTAL EXPENDITURES</u>	\$	93,063.86

RECEIPTS AS OF May 18, 2016

FINES, FEES & MISC. INCOME		\$	1,538.63
GIFTS		\$	
	INTEREST INCOME	Interest on taxes	\$0.00
		Republic Bank	\$0.66
		Illinois Funds Reinvest	\$237.62
PER CAPITA GRANT		\$	0
REVENUE SHARING		\$	
TAXES PRIOR YEARS		\$	
TAXES CURRENT		\$	320.07
TAXES DEFERRED		\$	
CORPORATE REPLACEMENT TAXES		\$	28,253.45
OTHER	Propay fines & fees	\$	500.00
	<u>TOTAL RECEIPTS</u>	\$	30,850.43

2. 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 EXPENSE ACCOUNT to PAYROLL ACCOUNT

ACTIVITY: 1) Transfer \$43,430.75 to Republic Bank

2) Deposit

3) Other

E. ADMINISTRATIVE LIBRARIAN

SWAN

The SWAN Facilities Committee has recommended that SWAN implement a work from home option in addition to seeking space outside the RAILS building. There is a lack of space for both organizations. 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.

SWAN has had formal talks with the leadership of the LINC and MAGIC consortiums. The MAGIC Consortium includes school and public libraries. Bensenville, Carol Stream, Kaneville, Messenger (North Aurora), Oak Brook, Poplar Creek, Sugar Grove, and Wood Dale are the public libraries and the Theosophical Society in America and National University of Health Sciences are also members. The LINC Consortium is composed of Batavia Public Library, Bloomingdale Public Library, Geneva Public Library, Glen Ellyn Public Library, Itasca Community Library, St. Charles Public Library, Villa Park Public Library, West Chicago Public Library. The additionally these libraries will bring SWAN membership up to 100 members.

There have been a number of retirements announced. With the need to increase staff in the event of a merger has requires SWAN to think about reorganization and the key positions that need to be filled. The fee structure that was revised and implemented in 2012 will require revision because of the differences in SIRSI and the additional libraries. The board froze fees for three years and this year's fees are reduced 13%. A fee increase could be an outcome of these factors but wouldn't occur until 2018.

RAILS

RAILS has posted the proposed Library System Standards, which will define membership requirements for all libraries in the RAILS area. The committee that issued the proposed rules have been receiving public comment. A number of areas are of concern to many members. Education requirements for the library director, continuing education for staff, and ADA compliant libraries are a few of the major areas of disagreement. RAILS has held many forums to gather member input.

They have also created the RAILS FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney. All Illinois public library directors/Freedom of Information Act (FOIA) officers can use this free hotline for FOIA related questions.

RAILS will be among the organizations staffing the Power of Libraries booth at the BookExpo America at McCormick Place (Chicago) on May 11 – 13. BookExpo America (BEA) is the leading book and author event for the North American publishing industry. It's the best place to discover new titles and authors, conduct business and network, and learn the latest trends. BEA is the largest gathering of booksellers, librarians, retailers, publishers, rights, licensing, and book industry professionals in North America.

PER CAPITA GRANT

We received a Per Capita Grant for \$6,287.82. This is significantly lower than the legally required funding formula. Also the award letter also warned us that "due to the state budget impasse, payment of these funds may be significantly delayed".

As with all state funding without a budget the possibly exists that we not receive these funds as in the past.

BEA- BookExpo America

BEA has a full line up of events and education for librarians and educators. The largest show floor in North America with exhibitors displaying their upcoming titles—in all formats and every genre, from across the country and around the world. Discover the latest books, advanced read copies, and galleys that will be buzzing for the summer and fall seasons. Meet, listen to, and get autographs from 600+ authors. There's no better place to find the next big author. Association of American Publishers Association of American Publishers events especially for librarians. Dedicated Librarian Sessions and the Librarian Information Track during the BEA Content & Digital Conference.

I was able to look at many publishers whose work are niche markets and don't get coverage in the large review journals. A number of these smaller presses cover unique subjects or target groups. The range of alternate sources of materials was very information

Replacement Tax

We received our Replacement tax funds from the village. These are funds distributed to the villages and then subsequently to the library for the lost revenue from when the personal property tax was eliminated. We receive 13.96% of the funds the village receives.

F. COMMITTEE REPORTS

1. ADMINISTRATION – None.

2. BUSINESS/FINANCE – None.

a. Banking- Director Losey explained the various bank proposals. Roger Stevens explained best practices of bank accounts and accounting. He also explained on line accounts and best practices and the division of duties. The board discussed our current procedures and changes to utilize best practices. Changes to include allowing Director Losey to have read only access to accounts, not to allow documents to leave building, and to change accounts as required. Claudell Johnson made a

MOTION TO AUTHORIZE BILL SPAIN, AS TREASURER, TO MAKE ALL NECESSARY CHANGES TO THE LIBRARY'S ACCOUNTS AT REPUBLIC BANK. The motion was seconded by Mary Wajda.

Motion carried by voice vote.

6 Ayes, 0 Nays, Absentee 1.

b. Scholarship Fund- Mary Wajda, & Claudell Johnson will work on recommendations for the accumulated interest to be used for scholarship(s)

c. Resolution to Transfer Interest from Special Funds to General Fund.

MOTION TO APPROVE RESOLUTION TO TRANSFER EXCESS INTEREST FROM SPECIAL FUNDS TO THE GENERAL FUND was made by Mary Wajda and seconded by Claudell Johnson. Motion carried by voice vote.

6 Ayes, 0 Nays, Absentee 1.

G. UNFINISHED BUSINESS:

1. Security Cameras- Director Losey has received three bids from security companies. Several locations were looked at and the needs of the library were evaluated. They

made recommendations and a proposal for installing additional cameras. Claudell Johnson made a Motion

MOTION TO APPROVE SPENDING UP TO \$10,000 TO ADD SECURITY CAMERAS TO THE MAIN FLOOR OF THE LIBRARY.

Bill Spain seconded the motion. The motion was approved on a voice vote
6 Ayes, 0 Nays, Absentee 1.

2. iPads for mobile circulation. Director Losey purchase three Apple iPads discussed the purchase of three iPads. He is setting up MDM (Mobile Device Management) for the iPads.

H. NEW BUSINESS:

1. Recycling- Director Losey discussed the problems that we have with the recycling program. People dropping off TVs that exceed the size limitations, leaving equipment on the floor because the bin is full, and leaving equipment outside the door when the library is closed. The board decided to withdraw from the recycling program. Director Losey will make the necessary inquires to discontinue the program.
2. Merchant services is offered by Banks and independent companies that would allow us to accept credit cards at the circulation desk. Director Losey will research and present options to the board for services to process credit cards.
3. The Board Schedule for the years was reviewed. Claudell Johnson made a motion. MOTION TO ACCEPT THE SCHEDULE OF BOARDED MEETINGS FOR THE NEXT YEAR. Bill Spain seconded the motion. The motion was approved on a voice vote
6 Ayes, 0 Nays, Absentee 1.
4. Review of closed meeting minutes is required annually by state statute. We had no closed sessions during the preceding year. No minutes need to be released or reviewed.

I. ANNOUNCEMENTS:

J. REMINDERS: The next meeting is June 15, 2016 at 7:00 PM.

K. ADJOURNMENT

A motion was made to adjourn the meeting by Gloria Whitaker and seconded by Claudell Johnson. Motion carried by roll call vote.

6 Ayes 0 Nays 1 Absentee.

The meeting adjourned at 8:57 p.m.