

**HILLSIDE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
October 19, 2016

**A. CALL TO ORDER:**

Maureen Sypkens called the meeting to order at 7:15 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

Absent: Claudell Johnson, & Dan Bindert

**B. APPROVAL OF MINUTES:**

Bill Spain made a motion to:

ACCEPT THE MINUTES OF THE SEPTEMBER 15, 2016 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY WITH NOTED CORRECTIONS.

Donna Kassar seconded the motion. Carried by voice vote.

5 Ayes, 0 Nays, Absentee 2.

**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 October 19, 2016

a) The review of the Resolution dated October 19, 2016, covering expenses for the month of September, 2016, filed under a separate cover for audit in the Hillside Public Library were presented:

b) Motion made by Maureen Sypkens to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR SEPTEMBER 21, 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

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the October 19, 2016 Resolution and summarized below.

c) Review of Bills and Financial Accounting:

**1. Review of Bills and Financial Accounting:**

**EXPENDITURES AS OF SEPTEMBER 30 , 2016**

GENERAL EXPENSES	\$ 23,180.85
PAYROLL EXPENSES	\$ 64,794.58
<u>TOTAL EXPENDITURES</u>	<u>\$ 87,975.43</u>

**RECEIPTS AS OF OCTOBER 19, 2016**

FINES, FEES & MISC. INCOME	\$ 1,830.58
GIFTS	\$
INTEREST INCOME	\$ 331.51
Interest on taxes	\$0.00
Republic Bank	\$1.29
Illinois Funds	\$330.22
Reinvest	\$
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
	TAXES PRIOR 2008
TAXES CURRENT	\$ 12,505.63
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$ 3,198.00
Workman's Comp Insurance Refund	
<u>TOTAL RECEIPTS</u>	<u>\$ 17,865.72</u>

**2. Ratification and Confirmation of Investments:**

BANK: Illinois Funds to EXPENSE ACCOUNT
ACTIVITY: 1) Transfer \$0.00 to Republic Bank
2) Deposit
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 \$65,078.98 to Republic Bank
2) Deposit

D. ADMINISTRATIVE LIBRARIAN

**SWAN-**The SWAN board has had two members leave the board, due to job change and retirement. The board on October 14th approved Rich Wolff, Director of the Tinley Park Public Library, to be appointed to the first vacancy, and now joins SWAN as the Board's Vice President. He will hold this position through the term, expiring July 1, 2019. The Board also approved Julie Milavec, Director of the Downers Grove Public Library, to be appointed to the second vacancy, and now is a Board Member through the term, expiring July 1,

SWAN is collaborating with the MAGIC consortium on having an automatic renewal feature for SWAN libraries. The basic concept is that for items checked out and are available for renewal, the Symphony system will automatically renew the item and then send the patron a notice. The notice will list the items automatically renewed, or if needed, list items that could not be renewed (reasons why include the item's renewal maximum was reached, no renewals are allowed, there is another patron's hold on the item, etc.). Beginning in October, SWAN will be sending printed overdue and billing notices via Unique Management Services (UMS).

There have been a number of libraries reporting an increase in the number of their items that have been In-Transit for 30 days or longer. SWAN staff have generated a report for our libraries. To clear up any outstanding items, begin by checking your shelves for any listed item. If you locate an item on your shelf, please check the item in and re-shelve it if it is your item, if the item is not yours still check it in, place a new routing slip on the item, and send it back to either the owning library or the library that has a hold on the item.

SWAN has signed an Intergovernmental Agreement with the leadership of the LINC and MAGIC consortiums. A number of these libraries have voted to join SWAN. This has also raised a number of questions as to how this growth may impact service and membership fees, as well as the logistics of how to add a group of libraries and their collection data all at once.

**RAILS-** RAILS is conducting a survey to learn if and how RAILS libraries allow patron-initiated interlibrary loan requests, as well as the different methods used for interlibrary loan. They are especially looking for input from interlibrary loan staff. Next week is the Illinois Library Association Annual Conference at the Donald E. Stephens Convention Center. The conference will be from October 18- 20, with the exhibits open October 19 – 20. Thursday October 20th is Trustee's Day and there is a track of programs available.

**INCIDENT REPORT-** On 09/23/2016, our page informed her supervisor, that she saw a male and female enter the upstairs restroom together. She notified me of this behavior. I waited until a young male exited the women's restroom. About a minute later a young female exited the restroom. I asked both of them to please follow me to my office. I then asked both of them their names and ages. The male said his name and age. He was 18 years old. The female replied that she was 16 years old. I immediately dialed the non-emergency number for the Hillside Police and explained the situation. Two officers arrived and one officer escorted both to the police station. The remaining officer asked me to open the Woman's Restroom. He looked at the floor and found dried, crushed leaves on the floor that looked like pot. He found additional pot in the towel dispenser waste bin.

Later I received a call from the girl's mother. She asked why she got a call from the police to pick her daughter up at the police station. Her daughter was supposed to be at the library studying. I explained that she went into the Woman's Restroom with a young male and that I called the police when I found out she was 16 and he was 18. She calmed down and we finished the call.

I spoke with our attorney and after a lengthy discussion we concluded that they will not be charged with any crime. Since no violation of library policy occurred he recommended not banning either person from the library. We discussed possible changes to the library's policies and concluded that it would be difficult to construct a policy that would be enforceable. Based on his recommendation no further action was taken.

## **EMPLOYEE MANUAL REVISIONS**

Our policy manual contains the days we will be closed for the following ten holidays:

New Year's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	New Year's Eve Day

Full-time and Regular Part-time employees will be given full pay for each of the ten designated holidays and for their birthday which will total eleven holidays. Regular part-time employees will be paid for the equivalent number of hours they normally would work on the holiday. If a holiday falls on a day the employee is not scheduled to work, he/she will be compensated with the average hours worked in a five-day workweek. Normally, this compensated time should be taken within 30 days of the holiday.

There are a number of mandated changes that are required and will affect the library policy.

- Cook County, effective 7/1/2017 Coverage: All employers in Cook County except local units of government are required pay employees one hour of paid sick time for every 40 hours worked. Recommended action: Policy review and update is recommended.
- The governor signed House Bill 4379 into law on July 22, 2016. The new law, called the "Local Government Travel Expense Control Act," will go into effect Jan. 1, 2017. The Act applies to school districts, community colleges and units of local government. The Act requires public agencies to regulate the reimbursement of "travel, meal, and lodging expenses" of "employees and officers" of a local public agency. Our attorney advises that the library may not fall under the home- rule exemption and should pass a policy in conformance with this act.

### **E. UNFINISHED BUSINESS:**

1. Security cameras have been installed on the main floor and four additional cameras were added on the lower level to replace cameras that would not interface with the new software.
2. KBR has completed the walkway outside the back emergency entrance and will complete the balance of the projects in the next two months.
3. Future work may include replacing the oldest air conditioning unit.

F. NEW BUSINESS:

1. REPUBLIC BANK

Director Losey spoke with Republic Bank regarding the library's various accounts. Paperwork for the board to sign was presented. Because Dan Bindert was not on the account, he completed the paperwork earlier and supplied the required identification. A Resolution for the board was presented and passed to each board member to read and sign. Our current accounts will be changed to different accounts to maximize the return on the funds the library has at Republic. The current money money account will be converted to a NOW account paying .49% interest. The existing payroll account will be a zero balance account that will stay at zero dollars until our payroll vendor withdraws fund for payroll. The funds will be transferred to the payroll account, automatically, to cover the payroll and return to zero dollar balance.

A regular checking account will be used to pay bills and will be used as we currently use the account. The letter of credit from the FHLB was presented and the library is covered up to 1.5 million dollars and is in effect now. The library's entire funds on deposit are now collateralized. Online banking will be established. They will make recommendations for a target balance to maintain in the operating account. This will allow the library to keep enough money in the operating account for expenses. The additional funds would then be in the NOW account earning interest.

2. AUDIT- Knutte and Associated concluded our audit and presented paper copies and a digital copy for the libraries use and records. The digital copy was forwarded to the village for inclusion into their audit.

3. Levy- Bill Spain made a motion to APPROVE THE HILLSIDE PUBLIC LBRAY LEVY, RESOLUTION NO. 16-02 FOR THE TOTAL OF \$1,131,173 Motion seconded by Mary Wajda. The Motion carried by roll call vote.

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

G. ANNOUNCEMENTS:

H. REMINDERS: The next meeting is November 16, 2016 at 7:00 PM.

I. ADJOURNMENT

A motion was made to adjourn the meeting was made by Maureen Sypkens and seconded by Gloria Whitaker. Motion carried by voice vote.  
5 Ayes 0 Nays 2 Absentee.

The meeting adjourned at 8:16 P.M.