

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
June 21, 2017

1. CALL TO ORDER:

Gloria Whitaker called the meeting to order at 7:01 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, Mary Wajda, Bill Spain, Gloria Whitaker, Donna Kassar, and Donna Steiner. Absent: None

2. APPROVAL OF MINUTES:

A. Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE MAY 17, 2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY AS NOTED.

B. Bill Spain seconded the motion. Carried by voice vote.

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 MAY 17, 2017.

1. The review of the Resolution dated May 17, 2017, covering expenses for the month of May, 2017, filed under a separate cover for audit in the Hillside Public Library were presented.

2. 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 MAY 17, 2017.

- a. Motion seconded by Gloria Whitaker. Motion carried by roll call vote:

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

3. The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the June 21, 2017 Resolution and summarized below.

- a. Review of Bills and Financial Accounting:

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF April 30, 2017

GENERAL EXPENSES \$ 34,472.10

PAYROLL EXPENSES \$ 46,843.09

TOTAL EXPENDITURES \$81,315.19

RECEIPTS AS OF May 17, 2017

FINES, FEES & MISC. INCOME		\$ 1,392.61
GIFTS		\$
INTEREST INCOME	Interest on taxes	\$0.00
	Republic Bank	\$275.20
	Illinois Funds Reinvest	\$673.18
PER CAPITA GRANT		\$
REVENUE SHARING		\$
TAXES PRIOR YEARS		\$ 981.75
TAXES CURRENT		\$ 2,348.76
TAXES DEFERRED		\$
CORPORATE REPLACEMENT TAXES		\$
OTHER	Swan Reciprocal Borrower	\$ 216.00
	Bank Maintenance Fee	-190.08
	Bank transfer fee	-10.00
	Overpayment to Dept. of Revenue	813.16
	<u>TOTAL RECEIPTS</u>	\$6,500.58

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

ACTIVITY: 1) Transfer \$ 79,406.41
 2) Deposit
 3) Other

BANK: Expense Account to Savings Account

ACTIVITY: 1) Transfer \$ 404.58
 2) Deposit
 3) Other

BANK: Expense Account to Payroll Account

ACTIVITY: 1) Transfer \$ 46,940.03
 2) Deposit
 3) Other

E. ADMINISTRATIVE LIBRARIAN

SWAN- Auto-renewals notices began to run, June 14th, and auto renewal notices only go out via e-mail. If patrons do not have an email address in their record, they can view their account online in the catalog to see if the due dates of materials have been extended. We have received promotional materials and stickers for items being checked out, alerting people to this feature. As with any new procedure there will be a period of adjustment.

SWAN Staff meet with RAILS and CTS, the company that delivers our materials. Libraries have reported that items have been “In Transit” for longer than normal times. The contract with CTS requires that 48 hours is the maximum required time for delivery. Items often exceed this limit, sometimes up to two weeks. SWAN is continuing to monitor this and has asked member libraries to note items that have exceeded this time limit and to see if there are any patterns.

RAILS

RAILS- RAILS has been investigating overlay products, which aid libraries discover items, at other libraries that are not in their library or if they are members of a consortium not in that consortium. Currently most libraries use OCLC’s WorldCat product for some of this process. The state budget has not been passed and this could result in RAILS not receiving their funding. RAILS has been using their reserves to cover the costs of services until they receive their state funding.

The Museum Pass program has been one of the most popular programs at the library and RAILS is investigating a program called Discover and Go. It is a nationally recognized museum pass program developed by Contra Costa County Library that provides California library cardholders with free and discounted tickets to local museums and cultural institutions. RAILS has met with many institutions and will be pursuing the creation of a similar program that will include institutions in Chicago and other areas.

New Employee- Joyce Meier (circulation clerk) has moved to Indiana and her last day was June 8th. We held a small going away lunch for her. Due to Joyce leaving we have promoted Madison, from page to circulation clerk. Louis (Zoli) Trizna has been promoted to Full time Information and Technology Librarian.

Overdue Fines Amnesty

We held a Fine Amnesty Week from June 5-10. There were parameters set for the program. A limit of \$75 per library card was set. The program was limited to Hillside Library Patrons only, and the amnesty only covered over due items and could not be used on lost or not returned items

The program was used by 69 patrons who had fines totaling \$544.55 waived. The program’s goals were to bring in patrons that may not have been to the library recently, and to increase access to the library for people who had fines and were not using the library because of a fine they owed.

On-line Banking

The two step verification requires a direct phone line or cell phone. The phone numbers it gave as choices were not numbers associated with me or library. I spoke to Republic Bank and she walked me through the login process. If the login credentials are incorrect the site will give you three random numbers for verification. Donna Kassar is the admin user for the account and can create a temporary password if you require access, but it is a time consuming process.

Summer Reading

Sign-up for our annual Summer Reading Program began Monday, June 12th. This year we have themes for children age 3 to grade 6, grade 7 to grade 12, and adults. So far we have had 62 children sign up for Youth Summer Reading. The Kick-Off Movie was held on June 12 and 11 people attended. The Adult Summer Reading Program has signed up 40 people. The Young Adult program has a total sign up of 17. The total of all groups is 119 participants.

Friends of the Library

The friends group meet in early June and we had presented several ideas for them to sponsor purchases and activities for the library. They have donated to the Summer Reading Program. They Youth, Young Adult, and Adult Summer reading programs received \$50.00 each. In addition, they purchased toys costing \$78.96, for the activity table in the children's area, which we received from Morton Grove Public Library. In addition they paid for the purchase of the ten mobile hot spots, for a cost of \$1280.00. We want to thank the friends for their support of these programs.

New Server

A new server was ordered through Connections, a member of a government purchasing cooperative. Versatile is setting the server up and will move the data for our old server and other computers to the new server. The server is the storage center for all files that the library needs access to which includes a drive for staff to store files that are commonly used by all employees. It also handles the SAM system, QuickBooks, and many other operations. The previous server was here when I was hired.

In-service Day

August 4th we have set as our in-service day. Maura and Kathy are planning the activities and are looking at having an outside speaker. Our sales rep at Ingram will be in to help those who order through Ingram, to better utilize the companies software and many purchasing options. Ingram offers many selection tools that can be utilized to learn more about an area and the authors that are the most popular in that area. Staff concerns and interests are a significant source of ideas. The afternoon will focus on departmental meetings and suggestions.

E. COMMITTEE REPORTS

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

F. UNFINISHED BUSINESS:

1. Employee Credit Card- The library currently has one credit card with several users. The bank will issue new cards with better terms and higher limits. Director Losey informed the board that Kathy Zaleta, the circulation supervisor, was left off the list of employees to receive a credit card. A motion to approve the addition of Kathy Zaleta to the list of employees to receive a credit card was made by Maureen Sypkens and seconded by Bill Spain. The motion was approved on voice vote.
2. Trustee position open- The library is continuing to talk to people who may be of interest regarding the trustee position that is currently open. The board, staff, and director are looking for an interested party

G. NEW BUSINESS:

1. Prevailing Wage Prevailing— The rates for wages have been published for, Cook County and included with the resolution. A motion was made by Mary Wajda to pass the Prevailing Wage Resolution and the motion was seconded by Bill Spain. Motion carried by roll call vote.
2. Mobile Hotspots- A 4G mobile hotspot from Mobile Beacon connects up to 10 computers or Wi-Fi-enabled consumer electronics like smartphones and tablets to Mobile Beacon's 4G LTE mobile broadband Internet service. The hotspot can be used at any location within the Mobile Beacon coverage area. The Friends of the Library have made a donation which allows the library to make available for check out ten mobile hotspots from Mobile Beacon.

3. Employee Handbook Revision- Director Losey has meet with the committee for changes to the Handbook. The committee reviewed each section and discussed the changes suggested by the attorney at the Management Association. The committee consists of Donna Steiner, Donna Kassar, and Gloria Whitaker. A number of questions requiring additional research were were made and Director Losey will report back to the committee the results.

H. ANNOUNCEMENTS: Mary Wajda was approached by the village regarding a scholarship fund they currently administer. The village asked if the library would like to handle the administration of this fund since the library has one scholarship fund currently. Mary will gather more information on this fund.

I. REMINDERS: The next meeting is July 19, 2017 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Bill Spain and seconded by Donna Steiner. Motion carried by voice vote. The meeting adjourned at 8:07 P.M.