

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
May 17, 2017

1. CALL TO ORDER:

Maureen Sypkens called the meeting to order at 7:03 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. Gloria Whitaker made a motion to:

**ACCEPT THE MINUTES OF THE APRIL 19, 2017 REGULAR BOARD MEETING
FOR THE HILLSIDE PUBLIC LIBRARY AS NOTED.**

B. Donna Kassar seconded the motion. Carried by voice vote.

3. ELECTION OF OFFICERS:

A. President (2 Year Term) - Gloria Whitaker was elected president.

B. Vice- President- (2 Year Term) - Maureen Sypkens was elected vice- president.

C. Treasurer- (2 Year Term) - Bill Spain was elected treasurer.

D. Secretary- (2 Year Term) - Donna Steiner was elected secretary.

4. 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 Mary Wajda 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 Maureen Sypkens. Motion carried by roll call vote:
Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Donna
Kassar -Aye, Maureen Sypkens- Aye

3. The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the APRIL 19, 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	\$ 46,216.18		
PAYROLL EXPENSES	\$ 43,457.86		
		TOTAL EXPENDITURES	\$ 89,674.04

RECEIPTS AS OF May 17, 2017

FINES, FEES & MISC. INCOME			\$ 1,266.44
GIFTS			\$
INTEREST INCOME	Interest on taxes \$ 3.90		\$ 939.83
	Republic Bank \$ 300.25		
	Illinois Funds Reinvest \$ 635.68		
PER CAPITA GRANT			\$
REVENUE SHARING			\$
TAXES PRIOR YEARS			\$ 2,886.00
TAXES CURRENT			\$ 665.18
TAXES DEFERRED			\$
CORPORATE REPLACEMENT TAXES			\$ 29,678.49
OTHER	Swan Reciprocal		\$500.00
	Bank Maintenance Fee		<u>\$ -189.31</u>
		TOTAL RECEIPTS	\$ 35,746.63

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account			
ACTIVITY:	1) Transfer		\$ 78,576.55
	2) Deposit		
	3) Other		
BANK: Expense Account to Savings Account			\$0.00
ACTIVITY:	1) Transfer		
	2) Deposit		
	3) Other		
BANK: Expense Account to Payroll Account			
ACTIVITY:	1) Transfer		\$ 45,987.79
	2) Deposit		
	3) Other		

E. ADMINISTRATIVE LIBRARIAN

1. SWAN-The Auto-renewals feature has been delayed until after May. SWAN has decided to wait until they can upgrade the software to release 3.5.2.1(as opposed to the original update on release 3.5.2), which will be live on Tuesday, June 13th. Each library has received a list of items that have been in transit for over thirty days, and the individual libraries are checking their shelves to find any of the missing items.
2. RAILS- There are two open positions on the SWAN Board. Each library may vote only one time, and the deadline for casting your vote is Friday, May 19, 2017 at 5 p.m. Demonstrations of the three selected overlay products has been scheduled. These products allow an individual library to search all other libraries in the state for items requested by their patrons.
3. Auto-renewal Project- The delay of this project has allowed us time to consider the possible ramifications and see if there may be any unintended consequences. There will be the need to educate our patrons on this program. Many of our patrons do not have email addresses listed in their patron's record, because they either do not have an email account or will not give us that information.

We are receiving promotional materials and stickers for items being checked out, alerting people to the coming of this feature. As with any new procedure there will be a period of adjustment. We have reviewed various possible scenarios that could arise. We plan to be flexible with patrons as this is rolled out.

4. Carpet Cleaning- The upstairs and downstairs carpets were cleaned on May 10th. Cintas performed the cleaning and the carpet does look newer. We had heavy rains that evening, while they were cleaning, and water infiltrated the stairway hall. We get seepage on occasions and that evening was one of those occasions. Cintas felt they could handle the water and they finished the cleaning including the removal of the water from the seepage. The carpet, in that area, was wet the next day but I was able to remove the excess water with our shop vacuum and the dehumidifier to dry the carpet.
5. In- service Day- August is a typical period when many libraries hold in-service days. It falls after the summer reading programs concludes and before school begins again. I am working with the staff to determine a date for the in-service day and potential topics. Staff concerns and interests are a significant source of ideas and in the final\ decision.
6. Fine and Fee Free Policies-Several libraries in the Chicagoland area and more nationally have moved to a No Fines or Fees Policy. From national surveys 14 percent of materials are returned late, and of those returned late, 88 % are returned within a week of the due date. Recently the Chicago Public Library had an amnesty program which resulted in 20,000 items being returned, worth about \$500,000.

Many libraries are concerned about the loss of goodwill in the community and the cost of trying to collect the fines. Additionally many patrons, who pay taxes, end up not being able to use the library, especially if the fine is a financial strain. Children are often the ones that are unable to access computers or materials if fines on their library cards are unpaid. In some cases their parents are the one who incurred the fines. The Bellwood Public Library has also recently implemented a No Fines Policy.

E. COMMITTEE REPORTS

1. ADMISNISTRATION- None
2. BUSSINESS/ FINANCE- None

F. UNFINISHED BUSINESS:

1. Employee Credit Card Limits- The library currently has one credit card with several users. The bank will issue new cards with better terms and higher limits. Director Losey presented information on usage of the credit cards, amount spent on each card, and the account numbers for all purchases. He recommended that cards be issues to certain employees with a cumulative credit limit of \$13,000. A motion to approve the proposed credit cards was made by Bill Spain and seconded by Maureen Sypkens. The motion was approved on voice vote.
2. The library received a letter of interest regarding the trustee position that is currently open. The board interviewed the party and discussed her experience and reason for applying for the board at the April meeting. A motion to appoint Leticia Davis to the library board was made by Donna Kassar and seconded by Gloria Whitaker. The motion did not pass on a voice vote.

G. NEW BUSINESS:

1. Non-resident Library Card Fee-The board of each public library in RAILS is required by Illinois law to decide annually whether your library will participate in the state's nonresident fee program, and to inform us about the board's action within 30 days. Selling non-resident cards is optional but most public library boards offer this fee-based service. The new fee will be \$340.00. A motion to issue Non- Resident Library Cards and to use the General Mathematical Formula was made by Donna Kassar and was seconded by Bill Spain. Motion carried by voice vote.
2. Employee Handbook revision- Director Losey presented suggestions for changes to the Handbook that were made by an attorney at the Management Association. The board appointed a committee to meet and review the handbook and report to the full board its findings. The committee shall consist of Donna Steiner, Donna Kassar, and Gloria Whitaker.
3. Director Losey presented to the Library Board the fund balances, from the last fiscal year, FY 2016-2017. The board will need to review the reserves and discuss how much to keep in the funds and the amount of money to transfer to the Special Reserve Fund.

H. ANNOUNCEMENTS: None

I. REMINDERS: The next meeting is June 21, 2017 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Bill Spain and seconded by Donna Kassar. Motion carried by voice vote. The meeting adjourned at 8:43 P.M.