

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
September 20, 2017

A. CALL TO ORDER:

Gloria Whitaker called the meeting to order at 7:04 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 Steiner, and Donna Kassar

B. APPROVAL OF MINUTES:

A. Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE JULY 19, 2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Donna Kassar seconded the motion. Carried by voice vote.

B. Donna Kassar made a motion to:

ACCEPT THE MINUTES OF THE AUGUST 16, 2017 SPECIAL BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

C. Maureen Sypkens seconded the motion. Carried by voice vote.

C. 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 AUGUST 17, 2017 and SEPTEMBER 20, 2017.

1. The review of the Resolution dated September 20, 2017, covering expenses for the month of August, 2017 and September, 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 AUGUST 16, 2017 AND SEPTEMBER 20, 2017

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

4. The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the July 19, 2017 Resolution and summarized below.

a. Review of Bills and Financial Accounting:

**BOARD MEETING
September 20, 2017
TREASURER'S REPORT**

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF August 31, 2017

GENERAL EXPENSES	\$	39,395.07
PAYROLL EXPENSES	\$	47,458.77
<u>TOTAL EXPENDITURES</u>	\$	86,853.84

RECEIPTS AS OF September 20, 2017

FINES, FEES & MISC. INCOME	\$	1,671.75
GIFTS	\$	
INTEREST INCOME		
Interest on taxes	\$	23.62
Republic Bank	\$	376.77
Illinois Funds Reinvest	\$	855.43
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	270,874.42
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER		
Swan Reciprocal		170.01
Maintenance fee		-179.75
Bank fee		-3.00
TSTY Fee		-80.00
<u>TOTAL RECEIPTS</u>	\$	273,709.25

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

ACTIVITY:	1) Transfer	\$ 35,462.59
	2) Deposit	
	3) Other	

BANK: Expense Account to Savings Account

ACTIVITY:	1) Transfer	\$ 225,405.97
	2) Deposit	
	3) Other	

BANK: Expense Account to Payroll Account

ACTIVITY:	1) Transfer	\$ 72,373.19
	2) Deposit	
	3) Other	

E. ADMINISTRATIVE LIBRARIAN

SWAN

SWAN will soon begin distributing card swipe machines to accept credit cards. These will interact with the circulation function on the circulation computers. They tie into our software that records fines. This will automatically apply the charged amount to the outstanding bill and produce a new balance. This money will then be deposited into our ProPay account. This will not duplicate the Smart Terminal and Smart Money Manager that we have ordered. The SWAN reader is only for fines and lost items and can't be used to pay for copies, printing, or other purchases.

The SWAN Board passed a Vendor Policy that will be required of all companies that require access to the SWAN database. Based on input from the libraries that will soon join SWAN, the ability of patrons from non-SWAN libraries to request holds on SWAN materials via the online catalog, called Enterprise has been studied. Non-SWAN library card holders will be able to register at a SWAN library for reciprocal borrow privileges and then place holds on items. Individual SWAN libraries can opt out of this; however, opt out libraries may still supply the requested items through the SWAN hold system.

SWANstravaganza was held at the Moraine Community College center on August 11th.

Work continues on tracing the long delays on some items that are in transit from one library to another. DVD's, CD's, and games appear to take significantly longer than normal to arrive at their destination. About 75% of missing items have been located at libraries and the remainder are being investigated.

RAILS

RAILS will be doing some long-awaited construction work at the Burr Ridge service center June 1 through September 30, 2017. Work on the Overlay and Fulfillment Project will move to testing with a pilot program. This potential project will look at providing library users with seamless access to the four system-supported shared online catalogs (MAGIC, Prairie Cat, RSA, and SWAN), the catalogs of other RAILS consortia, and the catalogs of standalone libraries that choose to participate.

On June 16, the RAILS Board approved an amended version of our proposed system membership standards. The RAILS Board will review the results of the testing and any resulting revisions in July 2018.

Comprise Smart Terminal

Cash drawers need to be installed at the circulation computers. Any modifications to the counter top will be made with that work. TSYS is the company who will process the transactions. A contract has been signed and the account information has been set up. Director Losey completed an online class on credit card processing and the required PCI compliance. Part of the PCI compliance is the creation of policies regarding credit card processing, security, and procedures for secure transactions.

In-service Day Report

The In-service Day was set up by Kathy and Maura. They were able to arrange a visit to the Morton Arboretum Library. The librarian gave us a tour and history of their library. She was able to explain how they managed their collection and all the other items they have, including artwork and illustrations. The library is classified as a Special Library and is a member of SWAN. Patrons can order items from the collection of go there and select items to check out using their SWAN library card.

We returned to the library and the sales representative from Ingram, from whom we purchase most of our books. He demonstrated the website that we use to order and showed many important ways to fully utilize the site. At this time the circulation staff meet to review procedures and cover policies.

Hot Spot Circulation

Our ten mobile hot spots are now circulating and we are promoting them to the community. Packing, check in and check out procedures, and cataloging the items have been completed and instructions on use created for inclusion in the case with the hot spot are completed. They are all checked out and have holds on them.

E. COMMITTEE REPORTS

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

F. UNFINISHED BUSINESS:

1. Trustee Vacancy- No people have been identified for filling the empty position. One possibility was unable to commit since he has had a change in his work schedule. The board, staff, and director are looking for an interested party
2. Employee Policy Handbook Review- The committee has meet and reviewed the changes made by the attorney. The Management Association has published a survey of local libraries benefits and another survey of business benefits. Director Losey handed out a summary of some of the area libraries benefits and policies. The committee and board will review and consider any changes for the committee to investigate.

G. NEW BUSINESS:

1. Circulation Policy Revision- Our circulation policy is outdated from the many changes to SWAN's policies and our policy changes. Kathy Z. and Maura T. revised the policy to align it with our current policy and SWAN's new policies. Director Losey reviewed it and presented it to the board for review prior to approval next month.
2. Library Building and lower level flooding- The lobby outside the elevator on the lower level floods after heavy rains. The water can be seen coming through the brick. Director Losey is meeting with a contractor next week to evaluate the problem. The village will also investigate the source of the flooding.
 - a. Director Losey presented price quotes for various projects in the library building. The replacement of the Formica top of the circulation desk was considered the most pressing. Prices for replacing the top with either Formica, solid surface material, or granite were presented. The advantages and disadvantages of each was discussed.
 - b. Motion was made by Mary Wajda to:

APPROVE THE REPLACEMENT OF THE CIRCULATION DESK COUNTER TOP WITH SOLID SURFACE MATERIAL.

Maureen Sypkens seconded the motion. Carried by voice vote.

H. ANNOUNCEMENTS:

I. **REMINDERS:** The next meeting is October 18, 2017 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Bill Spain and seconded by Gloria Whitaker. Motion carried by voice vote. The meeting adjourned at 8:26 P.M.