

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
July 19, 2017

A. CALL TO ORDER:

Gloria Whitaker called the meeting to order at 7:02 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 MAY 17, 2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY AS NOTED.

B. 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 JUNE 21, 2017.

1. The review of the Resolution dated June 21, 2017, covering expenses for the month of June, 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.

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. Director Losey read an email from Roger Stevens from McClure and Inserra regarding our Treasurer's Report. Our current format is composed of two records of information from different periods. Our accounting names are not used in the list of bills and should be consistent.

5. 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			
July 19, 2017			
TREASURER'S REPORT			
<u>1. Review of Bills and Financial Accounting:</u>			
<u>EXPENDITURES AS OF June 30, 2017</u>			
GENERAL EXPENSES		\$	24,785.31
PAYROLL EXPENSES		\$	45,878.10
<u>TOTAL EXPENDITURES</u>		\$	70,663.41
<u>RECEIPTS AS OF July 19, 2017</u>			
FINES, FEES & MISC. INCOME		\$	1,458.95
GIFTS	Friends of the Library	\$	1,508.96
INTEREST INCOME	Interest on taxes	\$ 0.00	\$ 946.82
	Republic Bank	\$ 230.81	
	Illinois Funds Reinvest	\$716.01	\$
PER CAPITA GRANT		\$	-
REVENUE SHARING		\$	-
TAXES PRIOR YEARS		\$	2,609.42
TAXES CURRENT		\$	-
TAXES DEFERRED		\$	-
CORPORATE REPLACEMENT TAXES		\$	-
OTHER	Maintenance fee refund	\$	10.00
	Maintenance fee	\$	-196.06
<u>TOTAL RECEIPTS</u>		\$	6,338.09
<u>2. Ratification and Confirmation of Investments:</u>			
BANK: Savings Account to Expense Account			
ACTIVITY: 1) Transfer \$ 63,686.21			
2) Deposit			
3) Other			

	BANK: Expense Account to Savings Account		
	ACTIVITY: 1) Transfer	\$ 0.00	
	2) Deposit		
	3) Other		
	BANK: Expense Account to Payroll Account		
	ACTIVITY: 1) Transfer	\$ 46,093.38	
	2) Deposit		
	3) Other		

E. ADMINISTRATIVE LIBRARIAN

SWAN

The migration of the additional 19 libraries will occur at one time. Moving to a single go-live will help minimize issues. The new single Go-Live Date is Tuesday, May 1, 2018

When bibliographic data is brought into Symphony, the server needs to ingest it and build search indexes. Because of the large amount of data being brought into SWAN, the need for a system rebuild is apparent. We hope you all understand the need for flexibility in a project plan, especially a project of this size and complexity. SWAN has the RAILS grant application and secured funding for the project.

RAILS

Illinois passed a budget on July 6, ending a two-year stalemate. As reported in the Illinois Library Association's e-newsletter, implications for the library community will be clearer once the final budget is analyzed. Generally, the Secretary of State's budget will likely maintain FY2015 funding levels for most line items. The U.S. House Appropriations subcommittee that deals with library funding (Labor, Health & Human Services, Education and Related Agencies) voted on Wednesday, July 13, 2017, to recommend level funding in FY2018 for the Institute of Museum and Library Services (IMLS, \$231 million), likely including \$183 million for the Library Services and Technology Act, as well as \$27 million for the Innovative Approaches to Literacy program.

The Federal Communications Commission (FCC) is reconsidering net neutrality protections instituted in 2015. Net neutrality ensures that internet service providers (ISPs) provide access to all content/applications regardless of the source and without favoring or blocking specific services or websites. Absent strong, enforceable protections, ISPs can sell priority access to certain content providers, and cable and DSL companies can provide faster connections to websites and services that pay a premium.

Server Upgrade

The server and all required components are on site and have been installed. The new server will operate on Microsoft Windows Server Standard, which is a server operating system that enables a computer to handle network roles such as print server, domain controller, web server, and file server. The Standard edition is designed for small-to-medium-sized organizations with physical or lightly virtualized server environments.

Windows Server provides tools for Server virtualization, Server management, Failover clustering, and Direct Access, which is a secure tunneling feature that allows access to the network from any computer or device. The Microsoft Windows Server Standard software has been downloaded and the imaging data is being transferred to the new server.

Comprise Smart Terminal

We have received the terminals and the cash drawers. SWAN has provided the required SIP2 ports and Comprise should be able to connect and function properly. This connection allows secure communications from the library to the SWAN database. This is necessary to adjust patron's fines when they pay, by credit card or debit card, through the Smart Terminal. To further ensure a secure connection two new data cables were run to the circulation desk for the terminals. These will be isolated from the rest of the network.

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. Sample policies are being reviewed and will be presented to the board for approval.

ALA Report

Director Losey and Amy Morales attended the ALA Annual conference. Both attended the exhibit hall and saw demonstrations and talked with various vendors. ALA includes many book publishers but in addition companies that provide database, streaming video, and drones to libraries for patron to access. One such database is History Makers who have an online African American video oral history archive. The latest in self-check machines were able to be viewed and operated. Many government agencies were there to show the many free resources they have available to the public. For example, NASA has the Infiniscope site for digital learning experiences.

FOIA and OMA Annual Training

Director Losey has completed the required annual completion of online classes on the Freedom of Information Act and the Open Meetings Act. Two new webinars have been added to the State Library's Web page for public library and library system trustees. These new pre-recorded webinars, presented by Neil Olson from the Public Access Counselor's Office of the Illinois Attorney General, provide informative introductions to Open Meetings Act (OMA) and Freedom of Information Act (FOIA). They are available at any time for review by board members and library staff.

- Introduction to the Freedom of Information Act Webinar
- Introduction to the Open Meetings Act Webinar

There are several other on-demand webinars available on the trustee Web page. There are also links to trustee manuals and training courses as well as state and federal legislative information.

Summer Reading

We now have three age group related programs for the summer reading program. This has increased the number of programs and attendance from some prior years. The friends group meet in early June and we had presented several ideas for them to sponsor purchases and activities for the Library. There have been 5 signed up to the Early Literacy programs and a total of 97 participants signed up for the Youth programs. The Youth programs have had 132 attendees at the 20 programs.

Annual State Library Report (IPLAR)

The required annual report was completed and filed with the state library. This reports provides metrics for all aspects of public libraries through out the state. These numbers are then gathered nationwide by the Institute of Museum and Library Services, which is the primary source of federal support for the nation's approximately 123,000 libraries. These statistics are important for funding and to demonstrating libraries importance to legislators.

In-service Day

August 4th we have set as our in-service day. Maura and Kathy are planning the activities which may include a visit to the Morton Arboretum Library, which as a SWAN library loans materials to the other SWAN libraries. Patrons can use their Hillside Library Card to access the library in person. Afterwards, our sales rep at Ingram will help those who order through Ingram, to better utilize the companies software and many purchasing options.

Afternoon activities will be centered on the entire staff and ensuring that everyone has the same information and understanding of policy and procedures. Staff concerns and questions will be addressed. The rest of the afternoon will focus on departmental meetings.

Hot Spots Circulating

Our ten mobile hot spots are now circulating and we are promoting them to the community. They were available for inspection and staff were available to answer questions about the devices at the Tuesday, July 17th Concert in the park. 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.

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 Chamber of Commerce has been discussed but most of the members are not Hillside Residents. 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. The committee will use these to evaluate the library's benefit policy.
3. Mobile Hot Spots – The mobile hot spots have been circulating and staff are distributing information about the devices. A table will be set up at several concerts to hand out information about the library. 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

G. NEW BUSINESS:

1. FY 2016 Circulation Statistics- These are assembled for the library's required annual Report to the State (IPLAR). Although circulation is lower than previous years the current use of electronic resources, such as e-books, downloaded audiobook, and the use of the digital products are not adequately included in these numbers. Each individual vendor has their own statistics program and the gathering of the various reports is too time consuming to be efficient. The Information and Technology Librarian is looking at the various resources and will create a report on this usage.
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. There are two sewer lines that

run parallel to the building and there are rumors of an underground stream in the vicinity. All these will be investigated.

H. ANNOUNCEMENTS: Gloria Whitaker spoke with the Mayor and he said that the village is reinforcing the floors of the village owed buildings and continuation of planning is entering Phase II. Bill Spain spoke with the mayor at the HIP meeting. The mayor had said that they have not secured funding for the construction of Phase II. Gloria Whitaker suggested an additional meeting of all participants.

I. REMINDERS: The next meeting is September 20, 2017 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Maureen Sypkens and seconded by Bill Spain. Motion carried by voice vote. The meeting adjourned at 7:48 P.M.