

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING- July 18, 2018

MINUTES

A. CALL TO ORDER – 7:04 PM

*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 the unanimous consent of the Board.*

B. ROLL CALL- Present: Mary Wajda, Gloria Whitaker, Bill Spain, Donna Kassar, Maureen Sypkens and Donna Steiner.

C. APPROVAL OF MINUTES – REGULAR MEETING – June 20, 2018

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE MAY, 2018 REGULAR BOARD MEETING, AS NOTED, FOR THE HILLSIDE PUBLIC LIBRARY. Donna Kassar seconded the motion. Carried by voice vote.

D. **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 July, 2018.

a. The review of the Resolution dated July 18, 2018 covering expenses for the month of June, 2018 filed under a separate cover for audit in the Hillside Public Library was 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 JULY 18, 2018.**

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

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the May, 2018 Resolution and summarized below.

c. Review of Bills and Financial Accounting:

1. Approval of Financial Statements, June, 2018

**BOARD MEETING  
July 18, 2018**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF June 30, 2018**

|                            |              |
|----------------------------|--------------|
| GENERAL EXPENSES           | \$ 36,497.22 |
| PAYROLL EXPENSES           | \$ 50,079.00 |
| BANK FEES; MAINTENANCE FEE | \$ 225.73    |
| CHARGE CARDS FEE           | \$ 37.05     |
|                            | \$ 36.64     |
| <u>TOTAL EXPENDITURES</u>  | \$ 86,875.64 |

**RECEIPTS AS OF July 18, 2018**

|  |             |
|--|-------------|
| FINES, FEES & MISC. INCOME               | \$ 1,132.96 |
| GIFTS                                    | \$          |
| INTEREST INCOME                          | 1,856.77    |
| Interest on taxes \$                     |             |
| Republic Bank \$ 318.70                  |             |
| Illinois Funds Reinvest \$ 1,538.07      | \$          |
| PER CAPITA GRANT                         | \$          |
| REVENUE SHARING                          | \$          |
| TAXES PRIOR YEARS                        | \$          |
| TAXES CURRENT                            | \$          |
| TAXES DEFERRED                           | \$          |
| CORPORATE REPLACEMENT TAXES              | \$          |
| OTHER Refund on Illinois withholding tax | \$ 96.92    |
| <u>TOTAL RECEIPTS</u>                    | \$ 3,086.65 |

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

|  |                          |
|--|--------------------------|
| BANK: Savings Account to Expense Account |                          |
| ACTIVITY:                                | 1) Transfer \$ 71,167.04 |
|  | 2) Deposit               |
|  | 3) Other                 |
| BANK: Expense Account to Savings Account |                          |
| ACTIVITY:                                | 1) Transfer \$           |
|  | 2) Deposit               |
|  | 3) Other                 |
| BANK: Expense Account to Payroll Account |                          |
| ACTIVITY:                                | 1) Transfer \$ 52,224.35 |
|  | 2) Deposit               |
|  | 3) Other                 |

D. EXECUTIVE SESSION (Not Required)

E. ADMINISTRATIVE LIBRARIAN

SWAN -Registration is now open for this year's Annual Conference, SWANx2018, which will be held Friday, August 17th, at Moraine Valley Community College.

SWAN has selected a consultant to guide the Strategic Planning process. A Strategic Planning Committee has been set up. Brookfield Zoo closed their library and is terminating SWAN Membership. SWAN Member Services Manager Kate Boyle passed away from an unexpected illness. Green Hills Public Library will be joining SWAN. SWAN Staff we will work to solidify a timeline for the migration project to present this information at the September quarterly meeting. Currently, we expect a go-live date near the end of January 2019.

RAILS- Beginning in FY2020, RAILS support of SWAN will be distributed through an annual grant award process. A decision on funding for SWAN will be made by October, 2018. This funding is an important part of SWAN's budget and this grant can help keep our fees from increasing.

TIME CLOCK IMPLEMENTATION -The electronic time clock has arrived and is mounted on the wall inside technical services. The proximity badges have been assigned to each employee and their names put on the badge. They have been using these to clock in or out, on a trial basis. Setting up the accrual of vacation time, sick time, and attendance is proceeding. Staff are becoming acclimated to the clock and questions and issues are addressed. This will change our procedure for payroll. We are reviewing the best method to utilize the reporting functions while keeping the process simple and not time consuming.

INCIDENT REPORT- A patron, who has been coming in regularly, has been exhibiting belligerent or unusual behaviors. He often sits and mutters to himself and has in the past been confrontational with staff. At the time of the incident he was leaving the library and as he was walking by the circulation desk he raised his hand and formed a pistol with his fingers. He made several shooting sounds. We isolated the incident on the security camera and save the clip. Director Losey called the Hillside Police who arrived and completed a report of the event. During this period, the patron had returned to the building. The police escorted him outside and talked to him about the incident. We discussed actions that can cause people to feel threatened. He agreed to monitor his behavior. He has been in the library since this and has behaved appropriately.

STAFF IN-SERVICE DAY- August 17th, a Friday, will be our In-service Day. We plan to attend the SWANx18 Conference. There are morning sessions and afternoon sessions on a diversity of subjects. Some are specific to SIRSI and how it works and others relate to customer service, the Illinois Monarch Project, or Patron Privacy. The day begins at 9:00 AM and extends to the final session at 4:00 PM. Staff will be paid for travel time and the time they spend at the SWANx18 Conference.

TECHNOLOGY -We have received the two new circulation computers. These are POS (point of sale) computers which have additional security features and extra inputs for the many devices that attach to them. They are being configured and Versatile is working with Comprise to ensure the computers will have the Smart Money Manger and terminals for

credit cards. A new laptop was purchased for the lower level to be used for programs. Often presenters require a computer connection for their programs.

Beginning July 1, 2018 use of SSL/early TLS as a security control will not be considered compliant by the Payment Card Industry Data Security Standard (PCI DSS). Our most recent scans have failed and a number of updates were tried. After a conference call with Versatile, SWAN, and TrustWave, we made changes to the firewall to ensure we remain secure and compliant year-round. Versatile will continue to work on the PC Scan issue. Additionally Director Losey will complete the required annual certification paperwork for PCI compliance due by July 24, 2018.

Our website is secured by a company called Sucuri who also backs up our site. They have not been able to create a back up recently. Working with Sucuri customer support, the library increased certain limits with our hosting provider, Network Solutions. As of July 16th the backups are being completed.

F. COMMITTEE REPORTS- None

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

G. UNFINISHED BUSINESS

1. TRUSTEE VACANCY- We received a letter of interest from Lorenzo Webber expressing interest in the trustee position. He is invited to the September meeting to talk with the board. Director Losey will send him information on the trustee position.
2. VILLAGE AND LIBRARY JOINT BUILDING PROJECT- Director Losey meet with the mayor to discuss the library's interest in participating in the village's renovation plans. Concerns exist regarding the structure of the building and its ability to hold the weight of the books. The mayor said that core testing would need to be done to determine if the floor will hold books. The outside space between the two buildings would be under the library's control.  
Our attorney stated that the first step is stating that the library building is no longer functional for a library. Options for the sale of the existing building are limited. Intergovernmental Agreements are often used between government units. A condo type ownership arrangement could also be a possible arrangement.

Motion made by Mary Wajda to:

**RETAIN OUR ATTORNEY FOR PRELIMINARY NEGOTIATIONS WITH THE VILLAGE IN REGARDS TO THE PROPOSED BUILDING RELOCATION.**

Motion seconded by Donna Kassar. Motion carried by voice vote

H. NEW BUSINESS

1. BY-LAWS REVIEW- Director Losey passed out examples of other library's By-laws. The board will review the documents and discuss at the next Board Meeting.
4. REMINDERS- The next meeting is September 19, 2018 at 7:00 P.M.
5. ADJOURNMENT- The meeting adjourned at 8:1 P.M.