

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING- November 15, 2018

MINUTES

A. CALL TO ORDER – 7:01 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 – October 18, 2018

Gloria Whitaker made a motion to:

**ACCEPT THE MINUTES OF THE OCTOBER 18, 2018 REGULAR BOARD MEETING, AS NOTED, FOR THE HILLSIDE PUBLIC LIBRARY.**

Maureen Sypkens seconded the motion. Carried by voice vote.

D. **REPORTS OF THE OFFICERS:**

1. PRESIDENT'S REPORT: None.

2. SECRETARY'S REPORT: None.

a. TREASURER'S REPORT: Bill Spain presented the Treasurer's Report for October, 2018. The review of the Resolution dated November 15, 2018, covering expenses for the months of October, 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 OCTOBER, 2018.**

Motion seconded by Donna Steiner. 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 November 15, 2018 Resolution and summarized below.

c. Review of Bills and Financial Accounting:

1. Approval of Financial Statements, October, 2018

<b>BOARD MEETING</b>			
<b>November 14, 2018</b>			
<b>TREASURER'S REPORT</b>			
<b>1. Review of Bills and Financial Accounting:</b>			
<b><u>EXPENDITURES AS OF October 31, 2018</u></b>			
GENERAL EXPENSES		\$	36,390.90
PAYROLL EXPENSES		\$	52,182.56
BANK FEES; MAINTENANCE FEE		\$	243.44
CHARGE CARDS FEE		\$	27.50
	<u>TOTAL EXPENDITURES</u>	\$	88,844.40
<b><u>RECEIPTS AS OF November 14, 2018</u></b>			
FINES, FEES & MISC. INCOME		\$	2,304.86
GIFTS		\$	
INTEREST INCOME	Interest on taxes	\$	2,283.45
	Republic Bank	\$410.49	
	Illinois Funds Reinvest	\$ 1,872.96	\$
PER CAPITA GRANT		\$	
REVENUE SHARING		\$	
TAXES PRIOR YEARS		\$	
TAXES CURRENT		\$	
TAXES DEFERRED		\$	
CORPORATE REPLACEMENT TAXES		\$	
OTHER		\$	
	<u>TOTAL RECEIPTS</u>	\$	4,588.31
<b>2. Ratification and Confirmation of Investments:</b>			
BANK: Savings Account to Expense Account			
	1) Transfer	\$ 75,443.90	
	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	\$ 59,308.08	
	2) Deposit		
	3) Other		

E. EXECUTIVE SESSION: 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. The board went into executive session to discuss the termination of an employee and the severance agreement that was offered and accepted.

## F. ADMINISTRATIVE LIBRARIAN

### **SWAN**

SWAN is in the process of moving to Azure, from Microsoft. This is a cloud-based system that removes the need for SWAN to own and manage their own servers. The Red Hat operating system, was upgraded on November 7<sup>th</sup>. The final move to Azure is being planned with a tentative date of January 13, 2019. Green Hills Public Library is set to go live on SWAN January 29, 2019.

SWAN has been working on a new support website. This site has information for member libraries and documentation. Much of this material hasn't been updated since Millennium. The new site is due to go online December 11, 2018.

SWAN will use the National Change of Address Database to do a patron cleanup. This will check to ensure that patrons who have moved are listed with the correct library or removed.

### **COMPUTER EQUIPMENT UPGRADES**

We are replacing staff computers with newer machines with the Windows 10 operating system. The staff will then have a chance to learn Windows 10 before we upgrade patron computers. There will also be some shifting of existing computers to staff with older less powerful machines. A staff laptop has been purchased and put in service. All training at SWAN requires staff to bring their own device to work. This laptop has had MS Office and SIRSI software installed.

The battery backup for the server and equipment connected to the server has reached its end of life. A new UPS, backup power supply, will be ordered and installed. Also to be installed is a new PDU. A power distribution unit (**PDU**) is a device fitted with multiple outputs designed to distribute electric power, especially to racks of computers and networking equipment located within a data center. Data centers face challenges in power protection and management solutions. This is why many data centers rely on PDU monitoring to improve efficiency, uptime, and growth.

### **SELF-CHECK MACHINE**

A self-check device has been purchased for the front area. This is a device from MK Solutions and is set for delivery in January. This gives us time to confirm that the cable and power at the location are working properly. It will initially be set up as a check out the only station. The machine is capable of being used for searching, downloading eBooks, and paying fines. Once patrons are used to the device we can evaluate the inclusion of these other features.

## **BUDGET ADJUSTMENT**

Due to a number not being included in the budget, our audio-visual budget number is low. Our accounting firm said we could reallocate budgeted amounts that are in another account to audiovisual i.e. reduce Books-Youth by some amount and move it to Audio Visual. This has been corrected and will appear in the current financial statements. The QuickBooks numbers reflect this change

## **COPIERS**

The lease on our three copiers is ending at the end of the year. We have a number of options. We can pay the balance of the lease and purchase the existing machines. There will still be a monthly maintenance cost. Keeping one or two of the copiers and purchasing a new color machine is another option. I am also looking at purchasing or leasing three new machines. I am getting quotes from Canon and Toshiba. The price of color versus black and white has narrowed so I am also examining the costs of two color machines and one black and white.

### G. COMMITTEE REPORTS- None

1. ADMINISTRATION- None
2. BUSINESS/FINANCE- None
3. HANDBOOK- Director Losey explained how the policy creates unusual situations were some part-time people receive different amounts for holidays. Some Benefits Eligible Part-time employees receive Holiday pay for days they don't work. He presented a number of spreadsheets and explained that policy is based on days and not hours. Part-time employees may work 7.5 hours in a day or less. The number of hours each Benefits Eligible Part-time have worked since the start of 2018 is relatively close in total hours.

Paylocity can calculate vacation time and holiday hours based on hours worked. Benefits Eligible Part-time employees can earn a set amount of time for each hour worked. By using hours worked and accruing vacation and holiday hours based on the number of hours worked, this inequity can be balanced out for vacation time earned.

Holidays are still varied based on an inequity under the current policy.

Motion was made by Maureen Sypkens to:

**APPROVE PAYING ALL BENEFITS ELIGIBLE PART-TIME EMPLOYEES 7.5 HOURS FOR EACH OF THE HOLIDAYS STARTING IN 2019. NEW YEARS DAY 2019 FOR BENEFITS ELIGIBLE PART-TIME EMPLOYEES WILL BE PAID 7.5 HOURS. THE BALANCE OF THE 2018 HOLIDAYS WILL BE PAID AS USUAL.**

Motion seconded by Gloria Whitaker. Motion carried by voice vote.

### H. UNFINISHED BUSINESS

1. TRUSTEE VACANCY- None
2. VILLAGE AND LIBRARY JOINT BUILDING PROJECT- The architect will provide a cost for an evaluation of the building
- 3 AUDIT- The final version of the audit was distributed and reviewed.

Motion was made by Donna Kasser to:

**ACCEPT THE AUDIT FROM KNUTTE AND ASSOCIATES FOR THE YEAR ENDED APRIL 30, 2018.**

Motion seconded by Bill Spain. Motion carried by voice vote.

#### I. NEW BUSINESS

1. STAFF HOLIDAY RECOGNITION- The Holiday recognition amounts were updated in 2017 and required no further adjustment other than to move employees into the correct bracket for the years of service.

Motion was made by Maureen Sypkens to:

**APPROVE THE HOLIDAY RECOGNITION BONUS BASED ON THE AMOUNTS FOR EACH CATEGORY USED IN 2017.**

Motion seconded by Bill Spain. Motion carried by voice vote

2. NEW LAW REGARDING REIMBURSEMENT OF EMPLOYEE EXPENSES.

Director Losey explained the passage of a law regarding the reimbursement of employee expenses. He explained that the specific requirements are not yet clarified. As requirements are made public the policy will be reviewed.

3. JANUARY BOARD HOLIDAY DINNER – The day chosen was January 4, 2019 at 7:00 PM. The restaurant was Francesca's Amici in Elmhurst.

#### J. ANNOUNCEMENTS

K. REMINDERS- The next meeting is January 16, 2019, at 7:00 P.M.

L. ADJOURNMENT- There being no further business, Donna Kasser made a motion to adjourn. The Motion was seconded by Bill Spain. Motion carried on a voice vote. The meeting adjourned at 8:20 P.M.