

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – April 17, 2019

MINUTES

1. CALL TO ORDER – 7:00 PM

PUBLIC COMMENTS: The Board President will advise the public they must follow the Hillside Public Library Rules for Public Comment. The Hillside Public Library Rules for Public Comment are available on the library's website.

2. ROLL CALL – Present: Gloria Whitaker, Maureen Sypkens, Bill Spain, Donna Kassar
Absent: Mary Wajda, Donna Steiner

3. APPROVAL OF MINUTES – REGULAR MEETING – Maureen Sypkens made a motion to ACCEPT THE MARCH 20, 2019 and THE JANUARY 19, 2019 MINUTES. Bill Spain seconded the motion. The motion carried by voice vote.

4. REPORTS OF OFFICERS

a. PRESIDENT - none

b. SECRETARY – none

c. TREASURER –

- i. Bill Spain presented the Treasurer's Report for March 2019. The review of the Resolution dated March 20, 2019, covering expenses for the month of March 2019 filed under a separate cover for audit in the Hillside Public Library was presented.
- ii. The Board of Trustees finalized the monthly Treasurer's report by signing all checks as listed in the April 2019 Resolution and summarized below.
- iii. Motion made by Gloria Whitaker to APPROVE FINANCIAL STATEMENT AND TREASURERS REPORT AND PAY ALL BILLS IN THE RESOLUTION FOR MARCH 2019.

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

**BOARD MEETING
April 17, 2019**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF March 31, 2019

GENERAL EXPENSES	\$	29,882.89
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PAYROLL EXPENSES	\$	109,052.41
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BANK FEES; MAINTENANCE FEE	\$	193.47
CHARGE CARDS FEE	\$	57.66
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<u>TOTAL EXPENDITURES</u>	\$	139,186.43

RECEIPTS AS OF APRIL 17, 2019

FINES, FEES & MISC. INCOME	\$	1,718.50
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GIFTS	\$	
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INTEREST INCOME		2,600.85
Interest on taxes	\$	
Republic Bank	\$	441.88
Illinois Funds Reinvest	\$	2,158.97
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PER CAPITA GRANT	\$	
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REVENUE SHARING	\$	
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TAXES PRIOR YEARS	\$	9.42
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TAXES CURRENT	\$	422,379.34
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TAXES DEFERRED	\$	
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CORPORATE REPLACEMENT TAXES	\$	
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OTHER	\$	
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<u>TOTAL RECEIPTS</u>	\$	426,708.11

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
1) Transfer	\$ 36,322.09
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2) Deposit	
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3) Other	
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BANK: Expense Account to Savings Account	
ACTIVITY: 1) Transfer	\$ 381,810.33
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2) Deposit	
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3) Other	
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BANK: Expense Account to Payroll Account	
ACTIVITY: 1) Transfer	\$ 43,190.55
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2) Deposit	
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3) Other	
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5. EXECUTIVE SESSION – postponed until May 2019, meeting.
6. ADMINISTRATIVE LIBRARIAN
 - a. SWAN: SWAN Board elections begin April 29th and three seats will be elected. There is a slate of five candidates for these three seats. SWAN completed the Strategic Planning process and clarifying issues of governance is a key objective of the Strategic Plan.
 - b. SWAN is investigating the possibility of becoming a 501(c)3, Non-profit entity.
 - c. RAILS is working on a new online program to allow cardholders from participating RAILS libraries to reserve free passes, discount admission, and other incentives from cultural attractions in Illinois. SWAN has reached an agreement regarding security relating to patron records and confidentiality. SWAN libraries will soon be able to participate in this program. The Hillside Public Library is still currently in the Museum Pass program.
 - d. VACATION ACCRUAL STATUS: Doug Losey worked with Paylocity to set up new accrual rules for vacation time. All the rules governing accruals were in place and the hours were manually adjusted to reflect the accurate hours of vacation time available to employees.
 - e. SELF CHECK MACHINES: MK Solutions has received examples of items with bar codes, a patron card to test the machines set up and further information required for the configuration of the machine. Training will be available for the staff to assist patrons. Once it arrives and is installed, SWAN will need to integrate this into our firewall and our profile.
 - f. EMPLOYEE EVALUATIONS: The employee evaluation process has begun with self-evaluations being sent to employees. Most have been completed and returned. Once these are received the evaluations will be written and discussed with each employee. Areas to be discussed are areas where the employee needs to improve and the tools they need for that improvement. Additionally, employees can express their goals and questions.
7. UNFINISHED BUSINESS
 - a. TRUSTEE VACANCY – As of May 1, 2019, we will have one vacancy on the board.
 - b. VILLAGE AND LIBRARY JOINT BUILDING PROJECT
 - i. The architect has been in contact with Village architect and will have a walk-through of the proposed library space in the next week. Walk-through was delayed by flooding in the Village Hall.

8. NEW BUSINESS

a. BUILDING & MAINTENANCE LEVY FY 2019-2020

Bill Spain made a motion to APPROVE THE BUILDING AND MAINTENANCE LEVY FOR the FISCAL YEAR 2019-2020. Donna Kassar seconded it. Motion carried by roll call vote: Gloria Whitaker – Aye, Donna Kassar – Aye, Maureen Sypkens – Aye, and Bill Spain – Aye

b. RESOLUTION TO TRANSFER INTEREST ACCRUED IN SPECIAL FUNDS TO GENERAL FUND

Donna Kassar made a motion to APPROVE THE RESOLUTION TO TRANSFER INTEREST ACCRUED IN SPECIAL FUNDS TO THE GENERAL FUND. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Gloria Whitaker – Aye, Donna Kassar – Aye, Maureen Sypkens – Aye, and Bill Spain – Aye

c. CALENDAR OF BOARD MEETINGS FOR FY 2019-2020 Donna Kassar made a motion to ACCEPT THE BOARD MEETING CALENDAR FOR FY 2019-2020. Maureen Sypkens seconded. Motion carried by voice vote.

9. ANNOUNCEMENTS – none

10. REMINDERS – The next meeting is May 15, 2019.

11. ADJOURNMENT – Gloria Whitaker made a motion to adjourn the meeting at 7:25 pm. Maureen Sypkens seconded it. The motion carried by voice vote.