

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – MAY 15, 2019

MINUTES

1. CALL TO ORDER 7:02 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, Bill Spain, Donna Kassar, Mary Wajda, Shirley Wachowski, Maureen Sypkens. Absent: Donna Steiner.
GUEST: Noreen Thermos
3. APPROVAL OF MINUTES – REGULAR MEETING – Gloria Whitaker made a motion to ACCEPT THE APRIL 15, 2019. Donna Kassar seconded the motion. The motion carried by voice vote.
4. SUMMARY REPORT FOR LIBRARY TRUSTEES
5. OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES - Noreen Thermos, Village Deputy Clerk, administered the OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES to Shirley Wachowski (2-year term) and Maureen Sypkens (6-year term)
6. ADJOURNMENT Donna Kassar made a motion to adjourn the meeting AT 7:07 pm. Bill Spain seconded it. The motion carried by voice vote.

MINUTES PRO TEM LIBRARY BOARD

1. SEATING THE NEW BOARD –Donna Kassar made a motion to APPOINT GLORIA WHITAKER PRESIDENT PRO TEM. Maureen Sypkens seconded it. Motion carried by voice vote.

Maureen Sypkens made a motion to APPOINT DONNA KASSAR SECRETARY PRO TEM. Bill Spain seconded it. Motion carried by voice vote.

MINUTES

1. CALL TO ORDER 7:13 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, Mary Wajda, Shirley Wachowski
3. ELECTION OF BOARD OFFICERS– Gloria Whitaker nominated MAUREEN SYPKENS FOR THE OFFICE OF PRESIDENT. Bill Spain seconded it. The nomination carried by 6 AYES.
Bill Spain nominated GLORIA WHITAKER FOR THE OFFICE OF VICE PRESIDENT. Maureen Sypkens seconded it. The nomination carried by 6 AYES.

Donna Kassar nominated BILL SPAIN FOR THE OFFICE OF TREASURER. Maureen Sypkens seconded it. The nomination carried by 6 AYES.

Gloria Whitaker nominated DONNA KASSAR FOR THE OFFICE OF SECRETARY. Shirley Wachowski seconded it. The nomination carried by 6 AYES.

4. APPOINTMENT OF COMMITTEES –
 - a. FINANCE COMMITTEE (2-year term) - Gloria Whitaker appointed MAUREEN SYPKENS, BILL SPAIN, AND SHIRLEY WACHOWSKI FOR THE FINANCE COMMITTEE.
 - b. FACILITIES COMMITTEE (2-year term) – Gloria Whitaker appointed MAUREEN SYPKENS, MARY WAJDA AND BILL SPAIN FOR THE FINANCE COMMITTEE.
5. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER - Bill Spain presented the Treasurer's Report for April 2019. The review of the Resolution dated May, 2019, covering expenses for the month of 2019 filed under a separate cover for audit in the Hillside Public Library was presented.

The Board of Trustees finalized the monthly Treasurer's report by signing all checks as listed in the May, 2019 Resolution and summarized below.

Motion made by Gloria Whitaker to APPROVE FINANCIAL STATEMENT AND TREASURERS REPORT AND PAY ALL BILLS IN THE RESOLUTION FOR APRIL 2019.

Motion was seconded by Shirley Wachowski. Motion carried by roll call vote: Gloria Whitaker - Aye, Donna Kassar - Aye, Maureen Sypkens - Aye, Bill Spain – Aye, Mary Wajda – Aye, Shirley Wachowski – Aye

6. ADMINISTRATIVE LIBRARIAN
 - a. SWAN-RAILS Update – Hillside Public Library is part of the SAM Consortium which handles the server for patron accounts for printing, signing

on to the computer, etc. The SAM Consortium has mostly dissolved. We will be moving to having these functions on our own server and the SAM Consortium will be officially dissolved. We will have a new company to handle the software. We anticipate an uneventful switchover.

SWAN consolidate patron phone number records to home phone and alternate phone. The first number listed in the patron record will be the one to receive the robocalls.

RAILS is working on a new museum pass program EXPLORE ILLINOIS. They have signed several museums to the program. We will participate in the program. This is in addition to our current Museum Pass Program.

- b. We received our Personal Property Replacement Taxes of \$24,966.56. This occurs because Illinois eliminated personal property tax in 1970 and this is the replacement for those entities who received property taxes like us.
- c. We added Kanopy, a movie streaming service, which charges on a per-use model. There are a lot of older movies, documentaries, feature films, independent films, foreign films, etc. There is a cap to the monthly payment.
- d. Accrual Status and vacation rules are working correctly on the paychecks.
- e. Friends of the Library Report was presented. They have a balance of \$2690 in their funds.
- f. It is the beginning of the 2019-2020 fiscal year. Doug Losey completed employee annual reviews.

7. COMMITTEE REPORTS

- a. ADMINISTRATION – none
- b. BUSINESS/FINANCE – none

8. UNFINISHED BUSINESS –

- a. Doug Losey met with the architects and Joe Pisano at the Village. The Board discussed preliminary designs for the new space at the Village Hall. Available shelving will be less than we currently have. Our collection will need to be thinned before the move.

Bill Spain made a motion to AUTHORIZE HIRING THE ARCHITECT TO DO A RENDERING OF THE NEW SPACE AND TO INTERACT WITH THE VILLAGE AND AUTHORIZE THE ATTORNEY TO DEVELOP AN INTERGOVERNMENTAL AGREEMENT. Gloria Whitaker seconded it. Motion carried by roll call vote: Gloria Whitaker - Aye, Donna Kassar - Aye, Maureen Sypkens - Aye, Bill Spain – Aye, Mary Wajda – Aye, Shirley

Wachowski – Aye

9. NEW BUSINESS

- a. Chart of Accounts - Doug Losey presented a Chart of accounts with additions and narrative – listing the common vendors used and different items/categories in each account
- b. Photography and Video Policy – We have had some complaints from patrons about other patrons taking pictures in the library. Technically it is not illegal to photograph in public spaces unless it bothers other patrons. RAILS has provided a sample policy for this issue. Maureen Sypkens made a motion to ACCEPT THE PHOTOGRAPHY AND VIDEO POLICY. Bill Spain seconded it. The motion carried by voice vote.
- c. There is still one open Trustee position.

10. EXECUTIVE SESSION – Gloria Whitaker moved that THE BOARD GO INTO CLOSED SESSION. Donna Kassar seconded it. The motion carried by voice vote.

11. Maureen Sypkens moved TO REOPEN REGULAR SESSION. Gloria Whitaker seconded it. Motion carried by voice vote.

12. The Board decided to increase the Director’s salary based on performance review. Mary Wajda made a motion to INCREASE DOUG LOSEY’S SALARY BY 4.9%. Bill Spain seconded it. The motion carried by roll call: Gloria Whitaker - Aye, Donna Kassar - Aye, Maureen Sypkens - Aye, Bill Spain – Aye, Mary Wajda – Aye, Shirley Wachowski – Aye

13. REMINDERS – The next meeting is June 19, 2019.

14. ADJOURNMENT – Shirley Wachowski made a motion to adjourn the meeting at 8:36 PM. Bill Spain seconded it. The motion carried by voice vote.