

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – JUNE 19, 2019

MINUTES

1. CALL TO ORDER 7:01 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.
GUESTS: Dan Pohrte, Tiffany Nash
3. APPROVAL OF MINUTES – REGULAR MEETING – Gloria Whitaker made a motion to ACCEPT THE MINUTES FROM MAY 15, 2019. Shirley Wachowski seconded the motion. The motion carried by voice vote.
4. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER - Bill Spain presented the Treasurer's Report and Financial Statement for June 2019. The review of the Resolution dated May 31, 2019, covering expenses for the month of May 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 MAY 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

BOARD MEETING

June 19, 2019

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF May 31, 2019

GENERAL EXPENSES	\$	31,403.36
PAYROLL EXPENSES	\$	32,305.16
BANK FEES; MAINTENANCE FEE	\$	254.10
CHARGE CARDS FEE	\$	57.61
NEW CHECKS		164.98
TOTAL EXPENDITURES	\$	64,185.21

RECEIPTS AS OF June 19, 2019

FINES, FEES & MISC. INCOME	\$	1,314.06
GIFTS	\$	
INTEREST INCOME		
Interest on taxes	\$	2,580.94
Republic Bank	\$	441.76
Illinois Funds Reinvest	\$	2,139.18
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	7,091.84
TAXES CURRENT	\$	4,715.83
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
TOTAL RECEIPTS	\$	15,702.67

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account
1) Transfer \$ 90,895.66
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 \$ 51,411.73
2) Deposit
3) Other

5. ADMINISTRATIVE LIBRARIAN REPORT

- a. SWAN-RAILS Update – SWAN is investigating the creation of a 501c3 nonprofit status. They passed a new budget which increases our fees to \$23,117 per year from \$20,214.
SWAN has a new transit label generator ready for use.
Explore More Illinois has addressed security concerns for patron data and is ready to begin operation. We will be joining the program.
- b. Annual Report Statistics – There was a decrease in circulation from FY2017-18. Using the data Doug uses for Annual Report, the circulation for FY2018-19 was approximately 41,500.
- c. Staff In-service Day – The SWAN Expo will be held at Moraine Valley College Conference Center on August 16. The library will be closed to allow staff to attend the conference.
- d. Self-Service Checkout – Kiosk has been received and software is being updated to print the due date on receipt. Soon, it will be ready to use.
- e. SAM Consortium – we are transitioning from SAM to our personal server. SAM has dissolved.

6. COMMITTEE REPORTS – None

7. UNFINISHED BUSINESS –

- a. Village building renovation update and Architects presentation - The Village is dedicated to getting the building to be an occupiable condition. It will be made watertight before we move in. Most things that are not part of the building (lighting, carpet, moveable walls, etc.) will be covered by the Village. The project will be moving very quickly now. They are working with the Village architect to make the design integrate throughout the building. We will also design the center outdoor space as a library garden. Will need to address concerns about material delivery, book drop box, exits to fire code. We will need to weed a significant number of books from our current collection to fit it into the new space. There is money in the building fund for renovations.
- b. Renovation Project Schedule – Village is ready to get started. Architects will have clearer idea of space and more finished drawings for our next board meeting.
- c. Inter-governmental agreement – Doug Losey will meet with the lawyer next week to begin to draft the agreement and clear up some details. Goals for the IG Agreement – security of Library in new space, long term agreement, security cameras – patron confidentiality issues, status of current building, maintaining our autonomy, etc.

8. NEW BUSINESS

- a. Non-resident library card fees – for the unincorporated Westdale Gardens area. The formula to calculate the amount is dictated by the State of Illinois. Bill Spain made a motion to accept the NON-RESIDENT POLICY AND FEES. 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

- b. We no longer have to pass a Prevailing Wage Act. It is now mandated by the State.
 - c. TRUSTEE REPLACEMENT – There is still one open position on the Board.
9. ANNOUNCEMENTS – Doug Losey will attend the ILA Conference. There is a Trustee Day on Thursday, Oct 24, with a Trustee Luncheon. It will be held in Tinley Park. There is a Trustee Training Session from RAILS on August 10 in River Forest and October 19 in Bloomington.
10. REMINDER – The next meeting is July 17, 2019. If needed we will schedule an August meeting, tentatively Aug 21, 2019.
11. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:26 PM. Bill Spain seconded it. The motion carried by voice vote.