

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 20, 2013

1. CALL TO ORDER:

Vice President Maureen Sypkens called the meeting to order at 7:00 p.m.

A. 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 unanimous consent of the Board.

Present: Claudell Johnson Heide Metzger, Bill Spain, Maureen Sypkens, Mary Wajda and Gloria Whitaker.

ABSENT: Donna Kassar.

GUESTS: Dan Porhte, Architect, Product Architecture Plus Design

APPROVAL OF MINUTES:

Claudell Johnson made a motion to:

ACCEPT THE MINUTES OF THE FEBRUARY 20, 2013 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Bill Spain seconded the motion. Motion carried by roll call vote.

No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

2. REPORTS OF THE OFFICERS:

A. PRESIDENT'S REPORT: None.

B. SECRETARY'S REPORT: None.

C. TREASURER'S REPORT: Bill Spain presented the Treasurer's Report for March 2013.

1. The review of the Resolution dated March 20, 2013 covering expenses for the month of February 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF FEBRUARY 28, 2013:

GENERAL EXPENSES	\$ 30,032.82
PAYROLL EXPENSES	41,121.50
<u>TOTAL EXPENDITURES</u>	<u>\$ 71,154.32</u>

RECEIPTS AS OF MARCH 20, 2013:

FINES, FEES AND MISC. INCOME	\$ 1,643.26
GIFTS	
INTEREST INCOME	\$ 49.54
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$

TAXES DEFERRED	\$ 102,081.11
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 103,773.91

2. Ratification and Confirmation of Investments:

Transfer \$40,000.00 from Illinois Funds to Republic Bank.

Transfer \$41,317.50 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR MARCH 2013. Motion seconded by Gloria Whitaker. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the March 2013 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

- Elmhurst Public Library has decided to withdraw from SWAN as of August 2013 making them a stand-alone library. Because of the closeness of our two libraries we will need to review policies and procedures for the Elmhurst patrons we serve.
- In-service Day went well. The staff watched videos on what to do during an "active shooter" event. The staff was updated on the status of the building repairs and the bid process. Current circulation policies and patron behavior policies were discussed.
- ALA Annual Conference-2013 takes place in Chicago June 27-July 2 at McCormick Place. Doug highly recommends that everyone attend.
- Doug filed a grant with the State on March 14, 2013. The Back to Books is a collection development grant offering to libraries for the acquisition of books and other materials.
- The Annual LACONI Trustee Banquet will be held on Friday, April 19, 2013. It's a great opportunity for networking, socializing and generally celebrating the public service of our trustees. Orion Samuelson of the farm report on local radio and TV will be the guest speaker.
- The Library Card Art Contest will be held from March 15-April 15. Winners will receive a \$50 gift card to Target.

E. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Building

1. Selection of winning bids.

Dan Porhte presented the results of the bids for Roof Replacement and Boiler Replacement for the Board's approval. Bennett & Brosseau Roofing, Inc. submitted a bid of \$204,700.00 for the roof. Core Mechanical, Inc. was the low bidder for the Boiler Replacement at \$51,852.00. Dan Porhte requested that the board approve a 10% project contingency of \$25,650.00 bringing the total to \$282,202.00. Gloria Whitaker made a motion to: **ACCEPT THE RECOMMENDATION BY PRODUCT ARCHITECTURE + DESIGN FOR THE REPLACEMENT OF THE ROOF AND BOILER.** Heide Metzger seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

2. Discussion of future library infrastructure and maintenance needs and updates.

Ehlers and Associates gave us a master plan. The ceiling needs to be replaced as well as the carpeting. A method to fund future remodeling will be discussed again.

B. Accounting Services

Doug has solicited bids from nine different accounting firms that do library accounting. A changeover to QuickBooks is the primary goal. Bill Spain made a motion to: **ACCEPT McCLURE, INSERRA & CO.** Claudell Johnson seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

NEW BUSINESS

1. Budget FY2013-2014 – The Budget was presented to the Board for discussion and approval. The board members will review it carefully and a vote will be taken at the April meeting.

ANNOUNCEMENTS

Next meeting is Wednesday, April 17, 2013.

ADJOURNMENT – A motion was made to adjourn the meeting by Bill Spain and seconded by Claudell Johnson. The meeting adjourned at 8:40 p.m.