

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 19, 2013

1. CALL TO ORDER:

President Maureen Sypkens called the meeting to order at 7:07 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, Donna Kassar, Heide Metzger, Bill Spain, Maureen Sypkens, and Gloria Whitaker.

ABSENT: Mary Wajda

APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE MAY 15, 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 June 2013.

1. The review of the Resolution dated June 19, 2013 covering expenses for the month of May 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF MAY 31, 2013:

GENERAL EXPENSES \$ 132,049.20

PAYROLL EXPENSES 63,296.28

TOTAL EXPENDITURES \$195,345.48

RECEIPTS AS OF JUNE 19, 2013:

FINES, FEES AND MISC. INCOME \$ 2,134.35

GIFTS

INTEREST INCOME \$ 27.99

PER CAPITA GRANT \$ 8,382.54

REVENUE SHARING \$

TAXES PRIOR YEARS \$

TAXES CURRENT \$ 2,703.75

TAXES DEFERRED \$ 3,847.96

CORPORATE REPLACEMENT TAXES		\$ 24,987.11
OTHER	LSTA Grant	\$ 5,000.00
	<u>TOTAL RECEIPTS</u>	\$ 18,248.63

2. Ratification and Confirmation of Investments:

Transfer \$234,000.00 from Illinois Funds to Republic Bank.

Transfer \$63,921.07 from Illinois Funds to Republic Bank.

Motion made by Claudell Johnson to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT (WITH QUESTIONS NOTED THAT WILL BE ANSWERED) FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR JUNE 2013. Motion seconded by Donna Kassar. 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 June 2013 Resolution and summarized above.

ADMINISTRATIVE LIBRARIAN

- When Board members attend the ALA they will be able to talk to various vendors. After ALA a consultant will prepare the RFP based on libraries input. SWAN has a new website that will allow us to access passwords, make changes to the Days Closed Calendar and submit a Help Desk Ticket. RAILS and the State Library will be developing a pilot program to acquire and provide eBooks to patrons statewide. RAILS will be partnering with Baker and Taylor. The state budget includes an increase in funding for the Per Capita Grant. It will be the first time since 2004 that the grant will be fully funded at the constitutionally required level. Our Grant will increase from \$8,320 to \$10,196 for the year 2014.
- On Sunday, June 2nd the sump pumps in the basement boiler room tripped the electrical circuit to which they were connected. The emergency backup provided electricity to the sump pumps until the batteries were depleted and the sump pumps stopped. On Monday morning, June 3rd water was discovered in the basement storage room, both meeting rooms and the hall and bathrooms. The insurance will pay up to \$15,000 for repairs. Some of the pumps need to be replaced. Drywall will need to be replaced and painted. New carpet will be required.
- Because of the flooding we will have an In Service Day to remove damaged items and no longer used furniture, shelving and equipment. We will select a day that does not interfere with Summer Reading activities.

- 2013 ALA Annual Conference takes place in Chicago June 27-July 2. Free exhibit passes are available and Doug mailed Board members a link to register for the passes.
- The Summer Reading program was relocated to the 1st floor because of the flooding and this has worked out well.

D. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Building

1. Roof Replacement Status – The roof is 98% completed. Repairs still need to be made to the sidewalk damage caused by the roofers.
2. Boiler Replacement Status – The contractor will start it up and show that it is running as it should.

B. Basement Damage

Some of the drywall has been removed, and open spaces should be repaired first. Doug will consult our attorney before decisions are made as to just repairing and replacing or going further with plans of remodeling the area.

NEW BUSINESS

A. Non-Resident Fee – Maureen Sypkens made a motion to: CHARGE \$304.00 PER FAMILY. Bill Spain seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

B. Prevailing Wage Act – Claudell Johnson made a motion to: ADOPT THE PREVAILING WAGE RATE TO BE PAID TO LABORERS, MECHANICS, AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE HILLSIDE PUBLIC LIBRARY. Maureen Sypkens seconded the motion.

C. Annual Financial Statement – This statement is available at the Hillside Public Library. Maureen Sypkens made a motion to: APPROVE THE ANNUAL FINANCIAL STATEMENT. Bill Spain seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 6 Ayes 0 Nays 1 Absentee.

D. Sale of Surplus Equipment - Doug proposed offering staff and Board of Trustees or non-for-profit organizations used computers (\$35.00) and monitors (\$25.00).

ANNOUNCEMENTS –

A. Dominican University is offering a Trustee Orientation on July 20 and August 3, 2013.

REMINDERS – Next meeting is Wednesday, July 17, 2013.

ADJOURNMENT – A motion was made to adjourn the meeting by Gloria Whitaker and seconded by Claudell Johnson. The meeting adjourned at 8:00 p.m.