

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 16, 2013

1. CALL TO ORDER:

President Maureen Sypkens called the meeting to order at 7:03 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: Maureen Sypkens, Claudell Johnson, Donna Kassar, Heide Metzger, Bill Spain, Mary Wajda and Gloria Whitaker.

APPROVAL OF MINUTES:

Claudell Johnson made a motion to:

ACCEPT THE MINUTES OF THE SEPTEMBER 18, 2013 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY WITH THE ADDITION OF INFORMATION FROM THE TREASURER'S THAT WAS OMITTED.

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

No abstentions and no dissensions. 7 Ayes 0 Nays.

2. REPORTS OF THE OFFICERS:

A. PRESIDENT'S REPORT: None.

B. SECRETARY'S REPORT: Heide attended the Illinois Library Association 2013 Annual Conference and brought back a wealth of information which she shared with the Board members.

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

1. The review of the Resolution dated October 16, 2013 covering expenses for the month of September 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF SEPTEMBER 30, 2013:

GENERAL EXPENSES	\$ 48,759.69
PAYROLL EXPENSES	41,181.24
<u>TOTAL EXPENDITURES</u>	\$ 89,940.93

RECEIPTS AS OF OCTOBER 16, 2013:

FINES, FEES AND MISC. INCOME	\$ 1,674.46
GIFTS	
INTEREST INCOME	\$ 13.08
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$ 5,774.70

TAXES CURRENT	\$ 31,145.66
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 38,607.90

2. Ratification and Confirmation of Investments:

Transfer \$18,500.00 from Illinois Funds to Republic Bank.

Transfer \$41,377.24 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 OCTOBER 2013.

Motion seconded by Gloria Whitaker. Motion carried by roll call vote.

No abstentions and no dissensions. 7 Ayes 0 Nays.

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

ADMINISTRATIVE LIBRARIAN

- RAILS is financially in good condition having received their funding. The State Library's new eRead Illinois project will include an e-book collection and an Axis 360 software platform for RAILS members. Pricing will be based on a membership fee of \$250 per year, 0.5% of collection budget and a fee based on population. Libraries that commit to participation by November 1 will receive free access in December. The initial commitment will be for 18 months.
- The 2014 Per Capita Grant was submitted and the State Legislature has fully funded it at the rate of \$1.25 per person. The grant for Hillside in 2014 will be \$10,196.25. Our application was to provide our patrons with flexible collaborative or individual study space. We can use our "multipurpose room" to provide this type of space. We plan to relocate our magazines and newspapers. More flexible furniture or furniture that can be easily moved for individual or group use can solve one of our community's needs without any construction.
- ILS Demonstrations is the system we use for circulating library materials. All of the vendors are now trying to integrate library system software. The three companies that were selected as finalists were SirsiDynex, VTLS and Equinox. The SWAN board has appointed the ILS committee and has given them the charge to bring us one recommendation which we will vote on as a board.
- Toshiba submitted a proposal to provide three new copy machines. A 63 month lease would drop our monthly payments from \$607 to \$455. It would also include that they would take care of the previous balance

on our old lease (\$11,340), roll it into the new lease and start with a new 63 month lease. Toshiba will also supply us with a 50” TV/monitor.

- On October 8th, focus groups were held at the Hillside Public Library. The various stakeholders included the board, Mayor Tamburino, community leaders, patrons and staff. A mail survey has been written and we are waiting for a printing price proposal.
- Every two years the State requires us to file a Capital Needs Assessment of the capital needs of all public libraries with the Illinois General Assembly. The Illinois State Library requests that all public libraries complete and submit a one-page electronic Capital Needs Assessment Survey by Friday, October 25, 2013. Because we have conducted an extensive planning process, accurate numbers and needs are available for this report.
- On October 1, employers were mandated under the Affordable Care Act to notify all employees of all of their healthcare options. All of our employees signed an acknowledgment that they received this information. Doug will be attending “PPACA Q&A for Libraries” sponsored by the Management Association on Friday, October 25th.

D. COMMITTEE REPORTS

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

UNFINISHED BUSINESS

A. Building

1. Basement Remodel Budget – The only change order was for one light at a cost of \$630.00.

NEW BUSINESS – None.

ANNOUNCEMENTS – Friends of the Library Book Sale will be held on October 25 and 26 from 10:00 a.m. to 4:00 p.m. and October 27 from 12 Noon to 3:00 p.m.

REMINDERS – Next meeting is Wednesday, November 20, 2013.

ADJOURNMENT – A motion was made to adjourn the meeting by Maureen Sypkens and seconded by Bill Spain. The meeting adjourned at 7:43 p.m.