

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

January 15, 2014

1. CALL TO ORDER:

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: Maureen Sypkens, Donna Kassar, Heide Metzger, Bill Spain and Gloria Whitaker.

ABSENT: Claudell Johnson and Mary Wajda.

GUESTS: Sarah Armstrong, Turks Cap Consulting, LLC.
2. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to: ACCEPT THE MINUTES OF THE NOVEMBER 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. 5 Ayes 0 Nays 2 Absentees.
3. 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 December 2013 and January 2014.
    1. The review of the Resolution dated December 18, 2013 covering expenses for the month of November 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF NOVEMBER 30, 2013:

GENERAL EXPENSES	\$ 24,799.14
PAYROLL	<u>43,526.10</u>
TOTAL EXPENDITURES	\$ 68,325.24

RECEIPTS AS OF DECEMBER 18, 2013:

FINES, FEES AND MISC. INCOME	\$ 1,576.19
GIFTS	
INTEREST INCOME	\$ 27.87
PER CAPITA GRANT	
REVENUE SHARING	
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$ 3,191.79

TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	
<u>TOTAL RECEIPTS</u>	\$ 4,795.85

2. Ratification and Confirmation of Investments:

Transfer \$28,000.00 from Illinois Funds to Republic Bank.

Transfer \$43,722.10 from Illinois Funds to Republic Bank.

3. The review of the Resolution dated January 15, 2014 covering expenses for the month of December 2013 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF DECEMBER 31, 2013:

GENERAL EXPENSES	\$107,924.02
PAYROLL	<u>52,605.29</u>
TOTAL EXPENDITURES	\$160,529.31

RECEIPTS AS OF JANUARY 15, 2014:

FINES, FEES & MISC. INCOME	\$ 1,634.29
GIFTS	\$
INTEREST INCOME	\$ 18.10
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$ 631.60
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 2,283.99

4. Ratification and Confirmation of Investments:

Transfer \$109,000.00 from Illinois Funds to Republic Bank.

Transfer \$41,231.29 from Illinois Funds to Republic Bank.

Motion made by Maureen Sypkens to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENTS FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTIONS FOR NOVEMBER 2013 AND DECEMBER 2013. Motion seconded by Heide Metzger. Motion carried by roll call vote. No abstentions and no dissensions. 5 Ayes 0 Nays 2 Absentees.

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

D. ADMINISTRATIVE LIBRARIAN:

- SWAN/RAILS Update – RAILS has outsourced the delivery of all materials to an outside firm called Continental Transport Solutions of Bensenville. SWAN will upgrade their current Millennium software to release R2011 1.4 on January 29<sup>th</sup>. The search for a new ILS vendor continues. The selection committee will make their recommendation to the SWAN Board on January 17<sup>th</sup>. The selected company will be present for onsite project planning and contract negotiations on February 10 and 11, 2014. Start of installation is anticipated to begin in September 2014. The State Library is looking at changes in the administrative rules to the Inter-Library Loan Code which administers the Interstate Library Loans. Also the State Library is looking at changes in the administrative rules to the Inter-Library Loan code which administers the interstate library loans within the state from one library to the other. They want to implement common loan periods for all material types for all the libraries in Illinois.
- Statement of Economic Interest – In accordance with the Illinois Governmental Ethics Act, more than 900 units of government and 22,000 public officials and employees must submit ethics filings to the Clerk's office. Government agencies provide a list of people who must file a Statement of Economic Interests. Only 108 days until Statements of Economic Interest-2013 filings are due on May 1<sup>st</sup>.
- Reminder of Time Capsule – January brings the requirement to mark our calendars for June 20, 2025 to host a community celebration and open the Time Capsule buried in cement at our front entrance.

E. COMMITTEE REPORTS:

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – The Board members will get together for a budget meeting – date to be determined.

F. UNFINISHED BUSINESS – The Community Needs Assessment Report was presented to the Board by Sarah Armstrong. The information presented gives the Board a lot of things to look at.

G. NEW BUSINESS -

- A. Heide Metzger reported that the Friends of the Library were given \$1,000 from the new owners of McDonalds. She also mentioned that now is the time for Friends to renew their membership.
- B. Annual Consideration of Board Fees to be waived – A motion was made by Maureen Sypkens to: KEEP THE FEES TO BE WAIVED AS THEY CURRENTLY STAND. Motion seconded by Donna Kassar.

H. ANNOUNCEMENTS - The next meeting is Wednesday, February 19, 2014.

I. ADJOURNMENT - A motion was made to adjourn the meeting by Bill Spain and seconded by Gloria Whitaker. The meeting adjourned at 8:30 p.m.

