

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 17, 2014

1. CALL TO ORDER:
President Maureen Sypkens called the meeting to order at 7:05 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:
Heide Metzger made a motion to: ACCEPT THE MINUTES OF THE JULY 16, 2014 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.
Claudell Johnson 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: None.
 - C. TREASURER'S REPORT: Bill Spain presented the Treasurer's Report for July 2014 and August 2014.

1. The review of the Resolution dated August 19, 2014 covering expenses for the month of July 2014 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF JULY 31, 2014:

GENERAL EXPENSES	\$ 41,809.71
PAYROLL	<u>43,127.45</u>
TOTAL EXPENDITURES	\$ 84,937.16

RECEIPTS AS OF AUGUST 19, 2014:

FINES, FEES AND MISC. INCOME	\$ 1,952.93
GIFTS	
INTEREST INCOME	\$ 13.70
PER CAPITA GRANT	
REVENUE SHARING	
TAXES PRIOR YEARS	\$ 58.22
TAXES CURRENT	\$153,119.06
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$ 28,594.85

OTHER
TOTAL RECEIPTS \$183,738.76

2. Ratification and Confirmation of Investments:
 Transfer \$21,000.00 from Illinois Funds to Republic Bank.
 Transfer \$43,328.85 from Illinois Funds to Republic Bank.
3. The review of the Resolution dated September 17, 2014 covering expenses for the month of August 2014 filed under separate cover for audit in the Hillside Public Library were presented:

EXPENDITURES AS OF AUGUST 31, 2014:

GENERAL EXPENSES	\$ 23,505.19
PAYROLL	<u>43,653.01</u>
TOTAL EXPENDITURES	\$ 67,158.20

RECEIPTS AS OF SEPTEMBER 17, 2014:

FINES, FEES & MISC. INCOME	\$ 1,619.84
GIFTS	\$
INTEREST INCOME	\$ 20.80
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$289,011.89
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$290,652.53

4. Ratification and Confirmation of Investments:
 Transfer \$42,000.00 from Illinois Funds to Republic Bank.
 Transfer \$43,854.41 from Illinois Funds to Republic Bank.

Motion made by Mary Wajda to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENTS FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTIONS FOR JULY 2014 AND AUGUST 2014. 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 July 2014 and August 2014 Resolutions and summarized above.

D. ADMINISTRATIVE LIBRARIAN:

- SWAN/RAILS Update – The main thing going on with SWAN is that they have begun the migration to SirsiDynix. They also instituted a moratorium on member service requests. These include no additional

Millennium Location Codes, no further Millennium Loan Rule adjustments and no new libraries implemented on Acquisition software. Until July, 2015 there will be a slower response to cataloging requests. On November 15th the library staff will have access to the Sirsi Mentor course catalog. The catalog has close to 100 eLearning courses staff can register for and take on line. They also instituted a moratorium on member services until July 2015. The following are key dates for migration events: 11/15/14 – Open Mentor for staff training, 1/16/15 – Begin installation of software on staff computers, 2/2-4/10/15 – In-person Library Staff Training, 4/4/15, Suspend technical services, 4/11/15 – Move to offline circulation and 4/14/15 – Go Live.

- Patron Incident – On August 26th we had a patron who was staring at and making inappropriate questions to our children’s librarian. Additionally he interrupted her interaction with another patron. This same patron had previously approached one of our pages and asked her personal questions, making her feel uncomfortable. He came into my office to complain that we were harassing him. On August 27th a patron and her husband complained that this same person on August 26th had grabbed her arm while she was standing near the book drop and questioned her about where she lived and worked. Doug filed a police report and gave them copies of our incident reports. Later that week he returned to the library. Per Doug’s instructions the staff did not interact with him and called the police. They came to the library, questioned him and then removed him from the library. He has been banned from the library for the period of one year. Bill Spain made a motion to: BAN LARRY BROWN FROM THE LIBRARY AN INDEFINITE PERIOD. Maureen Sypkens seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 7 Ayes 0 Nays.
- Summer Reading Report – 2014 – The summer reading program went very well. We had 120 children complete all 6 weeks. 126 other children completed 5 weeks or less. Total attendance for all weekly and special programs was 881. Ronald McDonald gave a 30 minute performance and families stayed afterward to watch The Lego Movie. A big hit was the magic show with Gary Kantor. 78 people attended.
- Tax Rate Objection Lawsuits – Our attorney appeared in court on August 6, 2014. We have been trying for a long time to find out the identities of the tax objectors involved in the tax rate objection cases. At long last, the Cook County State’s Attorney’s office has forwarded us a list of the tax objector’s names. Doug received a letter from our attorney dated 8/28/1014 informing him that the rate objections for 2007 and 2008 were withdrawn.
- Utica Insurance Check – We received a check from Utica Insurance for the damage from the toilet that overflowed. The water covered the entire non-fiction area.

- Website Down – Our website was taken down on August 22nd by our hosting site, Network Solutions as the result of a hack attack. Doug hired Sucuri, a top cyber security technology firm. They cleaned the website and it was returned to service on 9/8/2014.
- A large number of people have signed up for our English as a Second Language classes.

E. COMMITTEE REPORTS:

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

F. UNFINISHED BUSINESS – None

G. NEW BUSINESS -

A. Building Remodeling – Doug presented three options to the Board. The plans are designed to meet the needs of our current patrons. The Board members will meet in a special session for further discussion prior to making their recommendations before a meeting is scheduled with the architect. Claudell Johnson made a motion to: CALL A SPECIAL MEETING ON SEPTEMBER 24, 2014 AT 7:00 P.M. TO DISCUSS THE LIBRARY REMODELING PLAN. Mary Wajda seconded the motion. Motion carried by roll call vote. No abstentions and no dissensions. 7 Ayes 0 Nays.

B. Audit Report – The Board accepted the audit.

C. Per Capita Grant Requirement – The Board did review chapter 7, “Collection Management and Resource Sharing”-Standards for Public Libraries, 2014.

H. ANNOUNCEMENTS - The next meeting is Wednesday, October 15, 2014.

I. ADJOURNMENT - A motion was made to adjourn the meeting by Mary Wajda and seconded by Claudell Johnson. The meeting adjourned at 8:45 p.m.