

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

MAY 20, 2015

1. CALL TO ORDER:
Gloria Whitaker called the meeting to order at 7:01 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, Gloria Whitaker, Mary Wajda, Maureen Sypkens and Bill Spain.
Absent: Donna Kassar
Guests: Linda L. Gould, Village Clerk
2. APPROVAL OF MINUTES:
Claudell Johnson made a motion to:
ACCEPT THE MINUTES OF THE APRIL 15, 2015 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.
Bill Spain seconded the motion. Motion carried by roll call vote.
5 Ayes 0 Nays 1 Absentees.
3. OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES, administered by Village Clerk Linda L. Gould.
 - A. William J. Spain, 6 year term (2021)
 - B. Mary Wajda, 6 year terms (2021)
 - C. Gloria B. Whitaker, 6 year term (2021)
4. ADJOURNMENT – A motion was made to adjourn the meeting of the Library Board sine die by Gloria Whitaker and seconded by Bill Spain. The meeting adjourned at 7:12 p.m. Motion carried by roll call vote. 5 Ayes 0 Nays 1 Absentees.
5. CALL TO ORDER:
President Maureen Sypkens called the meeting to order at 7:12 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, Gloria Whitaker, Mary Wajda, Maureen Sypkens and Bill Spain.

Absent: Donna Kassar

Guests: Linda L. Gould, Village Clerk

6. SEATING OF NEW BOARD

A. Appointment of President Pro tem – Maureen Sypkens

B. Appointment of Secretary Pro tem – Claudell Johnson

Motion carried by roll call vote. 5 Ayes 0 Nays 1 Absentees.

7. ELECTION OF BOARD OFFICERS

A. President (2 year term) – Maureen Sypkens

B. Vice-President (2 year term) – Claudell Johnson

C. Treasurer (2 year term) – Bill Spain

D. Secretary (2 year term) – Mary Wajda

8. APPOINTMENT OF COMMITTEES

A. Finance (2 year term) – Bill Spain and Mary Wajda

B. Facilities Committee (2 year term) – Maureen Sypkens, Claudell Johnson, Gloria Whitaker, Bill Spain and Mary Wajda.

9. 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 May 2015.

1. The review of the Resolution dated April 30, 2015 covering expenses for the month of April 2015 filed under separate cover for audit in the Hillside Public Library was presented:

EXPENDITURES AS OF APRIL 30, 2015:

GENERAL EXPENSES	\$ 23,160.54
PAYROLL EXPENSES	\$ 43,869.89
<u>TOTAL EXPENDITURES</u>	\$ 67,030.43

RECEIPTS AS OF MAY 20, 2015:

FINES, FEES AND MISC. INCOME	\$ 1,361.48
GIFTS	\$

INTEREST INCOME	\$ 27.24
PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$
TAXES DEFERRED	\$ 19,523.38
CORPORATE REPLACEMENT TAXES	\$
OTHER E-COMMERCE	\$ 852.95

TOSHIBA REFUND	\$ 191.27
<u>TOTAL RECEIPTS</u>	\$ 21,956.32

2. Ratification and Confirmation of Investments:

Transfer \$20,000.00 from Illinois Funds to Republic Bank.

Transfer \$44,696.59 from Illinois Funds to Republic Bank.

Motion made by Gloria Whitaker to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR APRIL 2015. Motion seconded by Maureen Sypkens. Motion carried by roll call vote. 5 Ayes 0 Nays 1 Absentees.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the April 2015 Resolution and summarized above.

D. ADMINISTRATIVE LIBRARIAN

1. SWAN-SIRSI Migration Update

SWAN WorkFlows 3.5GA went live on the new Symphony system Tuesday April 14. We were told by SIRSI that they had never had patron checkout history, signatures, or photos. Overdrive (EBooks) was unstable initially but has been stable for 28 days. Billing via text, email, or paper was initiated on May 6th. There are some intermittent problems with the online payment system BLUEcloud Commerce. Unfortunately there is no immediate fix for this problem. SirsiDynix has stated this is a top priority for their development team. Circulation statistics for April 1st through April 10th will be compiled using Millennium reports. Circulation statistics for the remainder of the month of April on Workflows have not been broken down into item types, i.e. Fiction vs Non-Fiction. Customized reports are being developed for member libraries.

2. Building Maintenance Ordinance

Doug has received the passed Ordinance from the village of our Building Maintenance fund. When the legal notice is published, he will receive a notarized certification of publication.

3. Replacement Tax

We have received our replacement tax from the village for \$27,891.76.

4. Tax Objection Cases

The attorney has provided a formula to use to determine if the objection is worth opposing. We have received an appeal from Fresh Meadows Golf Course. The potential loss of income from

this case, using the formula from Ancel, Glick, is \$2,825 which is below their figure to oppose the objection.

5. English as a Second Language

Ten students registered for the evening ESL class. Three students completed grades eighth grade or below and three students completed ninth grade in their home country. Two students completed high school in their home country. One student had some college and one student a college degree in their home country. Two of our ladies from the morning ESL class just started new jobs.

E. COMMITTEE REPORTS

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

10. UNFINISHED BUSINESS:

A. Building

1. Renovation Project Schedule – Progress report

There is not much to report as in progress. The carpet will be done by Friday or Saturday. The outer lobby carpet is raised a bit and is causing the doors to not close. They might need someone to come to adjust the doors to the new carpet.

3. Changes in layout, additions to scope of project, and future changes

4. Some shelves have been moved slightly. By in large, the project went well. The painters were good. The carpet people were good and quick. There was minimal dust during the project. A latex epoxy went down where the tiles are going, so that the tiles will be smooth. Study spaces still need to be purchased, using the per capita grant. There are future, small maintenance projects that will need to be done. New chairs are still in consideration.

B. Databases – Addition of Freegal and Zinio

1. Freegal is for music. Once you download the music to your computer, you keep it. Music can be moved to your phone. They offer top music that people want. For free, patrons get 3 downloads a week and 3 hours of streaming a day. Monday starts the new counting period for the free weekly downloads. You can access Freegal on the library's website.

2. Zinio is for magazines. Once downloaded to your computer, the magazines are there until you delete them. You can download as many magazines as you want, there is no limit.

11. NEW BUSINESS:

A. Addition to Collection Development Policy – Electronic Resources

The E-Media policy is what our policy is, the scope and criteria for selection. It is a standard policy to have. There must be a vote to adopt it to the standard policy.

Maureen Sypkens made a motion to:ACCEPT AND ADOPT THE E-MEDIA POLICY WITH THE CORRECTION MADE ON PAGE 2.

Bill Spain seconded the motion. Motion carried by roll call vote.
5 Ayes 0 Nays 1 Absentees.

B. Non-resident library card fees

We need to adopt the new non-resident library card fees.

Mary Wajda made a motion to:

ADOPT THE NEW NON-RESIDENT LIBRARY CARD FEES.Claudell Johnson seconded the motion. Motion carried by roll call vote.

5 Ayes 0 Nays 1 Absentees.

C. Trustee Replacement

The trustee replacement spot is wide open. Mr. Bindert was a person who was recommended for the position. Doug will send Mr. Bindert's contact information to Maureen Sypkens, so she can see if he is interested and go from there. If he declines the position, Doug will advertise on the library's website and possibly see if there can be something posted in the Hillside Happenings.

D. Open House planning

Saturday, June 13th from 1:00 – 4:00 p.m. is being considered for the Open House. It would be the perfect time to kick-off the start of the summer reading program on June 15th. No food or drinks allowed!

12. ANNOUNCEMENTS:

Kelly Mathieu, President of the Friends of the Hillside Library attended the January 21, 2015 Hillside Library board meeting. At the meeting the Hillside Library board discussed the fees related to allowing patrons to pay library fees on his or her credit card. The annual amount was approximately \$300.00. Kelly spoke up and asked if the \$300.00 was something the Friends group could pay to help out. After much discussion at Friends board meetings, it has been decided the Friends will not be able to absorb this fee.

13. REMINDERS: The next meeting is June 17, 2015.

14. ADJOURNMENT – A motion was made to adjourn the meeting by Claudell Johnson and seconded by Bill Spain. The meeting adjourned at 8:06 p.m. Motion carried by roll call vote.

5 Ayes 0 Nays 1 Absentees.