

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

OCTOBER 21, 2015

1. CALL TO ORDER:

Maureen Sypkens called the meeting to order at 7:04 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: Gloria Whitaker, Mary Wajda, Bill Spain, Maureen Sypkens, Claudell Johnson, Donna Kassar and Dan Bindert.

Guests: Linda L. Gould, Village Clerk

Dan Bindert took the oath of office for Newly Appointed Trustee, administered by Linda L. Gould, Village Clerk. Dan Bindert will finish the term of Heide Metzger, until the next regular library election. At this time, library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law (2017).

2. APPROVAL OF MINUTES:

Claudell Johnson made a motion to:

ACCEPT THE MINUTES OF THE SEPTEMBER 16, 2015 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Donna Kassar seconded the motion. Motion carried by roll call vote.

7 Ayes 0 Nays 0 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 October 2015.

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

EXPENDITURES AS OF SEPTEMBER 30, 2015:

GENERAL EXPENSES \$ 38,846.86

PAYROLL EXPENSES \$ 44,349.75

TOTAL EXPENDITURES \$ 83,196.61

RECEIPTS AS OF OCTOBER 21, 2015:

FINES, FEES AND MISC. INCOME \$ 1,676.79

| | | |
|-----------------------------|----|-----------|
| GIFTS | \$ | |
| INTEREST INCOME | \$ | 54.77 |
| PER CAPITA GRANT | \$ | |
| REVENUE SHARING | \$ | |
| TAXES PRIOR YEARS | \$ | 3,626.67 |
| TAXES CURRENT | \$ | 18,260.49 |
| TAXES DEFERRED | \$ | |
| CORPORATE REPLACEMENT TAXES | \$ | |
| OTHER | \$ | |

TOTAL RECEIPTS \$ 23,618.72

2. Ratification and Confirmation of Investments:

Transfer \$26,000.00 from Illinois Funds to Republic Bank.

Transfer \$44,551.15 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 SEPTEMBER 2015.

Motion seconded by Mary Wajda. Motion carried by roll call vote.

7 Ayes 0 Nays 0 Absentees.

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

D. ADMINISTRATIVE LIBRARIAN

1. SWAN-SIRSI Migration Update

The library catalog has odd things that need to be fixed and figured out. If you search for, The Sound of Music, the "the" should be thrown out, but it doesn't throw it out. There are tips and tricks on how to search for items. Limiting the search to just the Hillside Public Library isn't working as well. It takes a lot to try and find something in the catalog. Doug uses Amazon to find the ISBN number, to find things easier. They are trying to get it to be more usable, because patrons are getting frustrated with how this is working. A mark record, which is certain fields that has information in it, is supposed to search in a certain way. The software was not designed well. The system is working on it and hopefully things improve. Doug is looking at a mobile app called "whoopsie". They download the database from SWAN and do their own search. It seems to do a better job of searching. It is set for mobile and tablets. If it works out better, they might just use tablets. Reporting is still a bit difficult. They use a "fuzzy searching", which is a little too fuzzy. There was a high demand report, if patrons are asking for items from other libraries, maybe

we should get it. They are working on a report where you can see what the patrons interest is. This needs to be tweaked, the information that we get. The way it does statistics is very convoluted. It does it by location, rather than by the item. They get a number of adult books checked out, but they don't know if it is fiction or non-fiction. They are talking about how they can better process things.

2. Per Capita Grant

The Illinois State Library reported that there is still no FY2016 state budget. The deadline for completing the Public Library Per Capita grant is January 15, 2016. RAILS members are strongly encouraged to apply for these grants to keep the process going and to demonstrate that grant funding is still desperately needed. Most libraries assume they won't get the funds this year. It won't affect services or cut back on the collection.

3. LACONI program - Bed Bugs

Doug attended a LACONI presentation at the Oak Lawn Public Library, on October 2nd, concerning bed bugs. Chicago Ridge had a very public relations issue when it was reported in the news. They hired a canine detection company to determine the area of infestation and the furniture was infested. It was learned that bed bugs prefer to climb up wooden legs and won't climb up metal legs. Our new furniture has metal legs. Bed bugs are not a people problem, they are a building problem. Items can be decontaminated by high heat of 120 degrees for two hours. We want to put in the prevention that is necessary and not go overboard. If you do have bed bugs, anything that hums (ie. HVAC, computers, copiers and scanners), the frequency in those items will bring the bed bugs out.

4. Policy Review List

Doug has a list of policies and the last revision date that was created in 2010. We recently reviewed and made changes to the By-laws. Many of these listed items are state statute and therefore not necessary. For example, the non-resident card is voted on every year and we have the choice of one of two methods for calculating the cost, which we also do annually. Some of the policies are being changed.

E. COMMITTEE REPORTS

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

4. UNFINISHED BUSINESS:

A. Employee Handbook revision proposal

Our Employee Handbook requires our attention. It was written in 2004 and many changes have occurred since then which requires us to

redo it and make sure the information and the policies are legal and comprehensible. The Management Association of Illinois has proposed that they review our handbook, as Doug revises it, for \$3,200.00. They will make suggestions and corrections as required.

B. Building and interior renovations status

The building and interior renovations are virtually complete. We just need to add pictures, plants, etc. The new furniture is in and is very popular. Patrons are really using and enjoying them. We have new tables for the CD's and DVD's. They seem to be working out well and gives the library additional space. Hopefully we are at the end of the major renovation. There will be some outside maintenance. What kind of signage do we need to bring people into the library?

5. NEW BUSINESS:

A. Transfer of excess funds from Library Fund to Building Reserve Fund

Bill Spain made a motion to:

ACCEPT THE TRANSFER OF EXCESS FUNDS FROM THE GENERAL LIBRARY FUND TO THE BUILDING RESERVE FUND OF \$150,000.

Dan Bindert seconded the motion. Motion carried by roll call vote.

7 Ayes 0 Nays 0 Absentees.

B. Approve Levy for 2015-2016

This is basically how much tax money we will receive as income. We follow the same procedure every year. We take what we got the previous year and increase by .49%. What needs to go into the special funds, such as IMRF, FICA, workers' comp, unemployment, insurance audit, building and building reserve fund and what is leftover goes into the General Library Fund.

Bill Spain made a motion to:

APPROVE THE LEVY FOR 2015-2016.

Maureen Sypkens seconded the motion. Motion carried by roll call vote.

7 Ayes 0 Nays 0 Absentees.

6. ANNOUNCEMENTS: No announcements.

7. REMINDERS: The next meeting is November 18, 2015.

8. ADJOURNMENT: The meeting was adjourned at 7:47 p.m. by Maureen Sypkens.