

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

FEBRUARY 17, 2016

A. CALL TO ORDER:

Maureen Sypkens called the meeting to order at 7:025 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, Maureen Sypkens, Dan Bindert, and Bill Spain, Donna Kassar, Mary Wajda, Claudell Johnson

Absent: None

B. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE JANUARY 20, 2016, REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Claudell Johnson seconded the motion. Motion carried by roll call vote.

7 Ayes 0 Nays 0 Absentee.

C. 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 January, 2016

D. REVIEW OF BILLS AND FINANCIAL ACCOUNTING:

EXPENDITURES AS OF January 31, 2016

GENERAL EXPENSES	\$ 19,916.85
PAYROLL EXPENSES	\$ 43,213.72
TOTAL EXPENDITURES	\$ 63,130.57

RECEIPTS AS OF FEBRUARY 17, 2016

FINES, FEES & MISC. INCOME	\$1,630.81
GIFTS	
INTEREST INCOME	Interest on taxes \$0.00 186.95
	Republic Bank \$2.37
	Illinois Funds \$184.58

PER CAPITA GRANT	\$
REVENUE SHARING	\$
TAXES PRIOR YEARS	
TAXES PRIOR 2008	\$
TAXES CURRENT	\$
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
TOTAL RECEIPTS	\$ 1,817.76

Ratification and Confirmation of Investments:

BANK: Illinois Funds to EXPENSE ACCOUNT
ACTIVITY: 1) Transfer \$32,000.00 to Republic Bank
 2) Deposit
 3) Other

BANK: Illinois Funds to PAYROLL ACCOUNT
ACTIVITY: 1) Transfer \$43,410.92 to Republic Bank
 2) Deposit
 3) Other

BANK: Republic Bank Money Market to EXPENSE ACCOUNT
ACTIVITY: 1) Transfer \$0.00 to Republic Bank
 2) Deposit
 3) Other

Motion made by Donna Kassar to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR FEBRUARY, 2016.

Motion seconded by Donna Kassar. Motion carried by roll call vote.
7 Ayes 0 Nays Absentee.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the FEBRUARY 17, 2016 Resolution and summarized above.

E. ADMINISTRATIVE LIBRARIAN

SWAN Update

An intergovernmental agreement between SWAN and RAILS lasting 3 fiscal years (FY16-FY18) is now in its second year. The fees for SWAN membership, that Hillside will pay next fiscal year, will go from \$16, 996 to \$15,104. That is a reduction of \$1892, or a 13% reduction. The SWAN Budget will maintain 4 months of operating expenses in reserve. This budget will be voted on at the quarterly meeting March 3, 2016.

RAILS Update

In compliance with Illinois statutes and administrative rules, annual certification is required of all library system members in order to retain system membership and

eligibility for grants administered by the Illinois State Library. We have completed our certification for this year.

The Illinois State Library (ISL) has asked RAILS and the Illinois Heartland Library System (IHLS) to examine/revise our current service plans in light of the fact that we may not receive full funding this year. RAILS has a healthy reserve and is in a good position financially.

Delivery Count

We are required to do a count of all outgoing delivery items. These include items that are being delivered from our library to another location and include items from our collection that are being sent to fill interlibrary loan requests, as well as items we are returning to other libraries. This occurs February 15 - Friday, February 19, 2016. This is done four times per year. This count helps RAILS continue to offer high-quality delivery service and also ensure that accurate delivery statistics are reported to the Illinois State Library.

Staffing

With Jane retiring I have decided to split the one full time position into two part time positions. I have filled the position as Information and Technology Librarian and Young Adult Services Librarian.

Maura is assuming the role of Adult Services Librarian, and she has been working with Jane to assume Jane's responsibilities. Maura, Jane, Robin and I will be looking at the various tasks and looking at how to distribute among the new people some of those duties.

Illinois Funds

Changes to Rule 2a-7 of the Securities and Exchange Commission (SEC), accounting rules and banking regulations necessitate changes to their current operation. We can initiate wire and ACH purchases and redemptions to/from your investment account in the Illinois Funds to any bank listed on the Bank Instructions Form on file for your account. As a reminder, transactions initiated from any third party entity into your Illinois Funds account will not be accepted. ***This includes transactions from the county or federal government.*** However, payments from the Office of the Illinois State Comptroller will still be allowed as automated payments into your Illinois Funds account.

Many libraries have chosen to leave Illinois Funds. The paperwork for the Cook County Treasurer's Office to authorize deposits to our Republic Bank account need to be signed and notarized. I can email them to the treasurer's office to change from Illinois Funds to the Republic Bank account (13-013-13).

F. COMMITTEE REPORTS

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

4. UNFINISHED BUSINESS:
 - A. Security Cameras- Director Losey has asked for a bid from the security company that provided the downstairs cameras. Several locations were looked at and the needs of the library were evaluated.
 - B. Exterior and interior maintenance will need to be done in spring. There are soffits that are in need to repair and painting to be done. Some interior work includes the tile floor in the Men's restroom. These are all maintenance type issues that address prevention of further problems.
- G. ANNOUNCEMENTS:
- H. REMINDERS: The next meeting is February 17, 2016 at 7:00 PM.
- I. ADJOURNMENT
A motion was made to adjourn the meeting by Maureen Sypkens and seconded by Bill Spain. The meeting adjourned at 8:02 p.m. Motion carried by roll call vote.
7 Ayes 0 Nays 0 Absentee.