

HILLSIDE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

MARCH 16, 2016

A. CALL TO ORDER:

Maureen Sypkens called the meeting to order at 7:10 p.m.

- 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, and Bill Spain, Claudell Johnson

Absent: Dan Bindert, Mary Wajda, & Donna Kassar,

B. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

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

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

4 Ayes 0 Nays 3 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 February, 2016

D. REVIEW OF BILLS AND FINANCIAL ACCOUNTING:

**1. Review of Bills and Financial Accounting:**

**EXPENDITURES AS OF February 29, 2016**

GENERAL EXPENSES	\$ 21,774.08
PAYROLL EXPENSES	\$ 56,328.82
<u>TOTAL EXPENDITURES</u>	\$ 78,102.90

**RECEIPTS AS OF March 16, 2016**

FINES, FEES & MISC. INCOME	\$ 1,858.85
GIFTS	\$
INTEREST INCOME	\$ 83.59
Interest on taxes	\$0.14
Republic Bank	\$1.55
Illinois Funds	\$81.90
PER CAPITA GRANT	\$

REVENUE SHARING	\$
TAXES PRIOR YEARS	\$
TAXES CURRENT	\$
TAXES DEFERRED            2015	\$ 48,763.71
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 50,706.15

**2. Ratification and Confirmation of Investments:**

BANK: Illinois Funds to EXPENSE ACCOUNT

ACTIVITY: 1) Transfer \$0.00 to Republic Bank  
 2) Deposit  
 3) Other

BANK: Illinois Funds to PAYROLL ACCOUNT

ACTIVITY: 1) Transfer \$40,000.00 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 Gloria Whitaker 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 Claudell Johnson. Motion carried by roll call vote. 4 Ayes 0 Nays 3 Absentee.

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the March 16, 2016 Resolution and summarized above.

## E. ADMINISTRATIVE LIBRARIAN

### **SWAN Update**

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 was approved at the quarterly meeting March 3, 2016. The SWAN Futures Task Force which was formed, between SWAN, LINC and MAGIC to discuss the future of collaboration between these three ILS Consortia. There is interest from all parties in merging with SWAN. The Task Force will examine the issues to be addressed by such a merger.

The SWAN Facility Committee created a Needs List for what SWAN needs in a facility and as an organization. A list of factors to consider was made. Control over making changes to a space was considered to be an important factor. The committee recommended that a list of concerns about the RAILS space be drawn up to provide to RAILS.

### **RAILS Update**

There will be a discussion of the draft system membership standards that six subcommittees have been working on for the past year. These standards will apply to all library types (academic, public, school, and special). They have conducted an environmental scan of standards in other states and developing core training requirements for library directors. They also examined evaluating possible tiers of requirements and appropriate criteria for the levels, such as budget, population served, Equalized Assessed Value (EAV), etc. Working collaboratively with the Illinois State Library and Illinois Heartland Library System on issues relating to membership standards.

All libraries must complete the Interlibrary Loan (ILL) Traffic Survey for the July 1, 2014 – June 30, 2015 time period, by Thursday, March 31. We have completed and submitted this report.

Amendments to the Illinois State Library Grant rules (23 Ill. Adm. Code 3035) became effective on January 22, 2016. The rule changes are Section 3035.115, public library per capita funds may be used for capital improvements; public libraries will be allowed to deposit grant funds in interest bearing accounts; and in Section 3035.490, public libraries will no longer be required to submit a list of all applicable bidding ordinances.

### **Mobile Circ**

MobileCirc brings circulation functionality to smartphones, tablets, or any device with a web browser. Staff can use MobileCirc to check items in and out, renew materials, and add users to your system. MobileCirc also helps staff inside the library, with features for, Inventory, Weeding, Holds Trapping, Transiting, and Pull List.

All recommendations are for the latest generation of hardware to ensure continued software support for several years, and for the smallest storage (usually 16GB). The MobileCirc application requires very little space for installation. All

MobileCirc devices must be library-owned and registered with SWAN to receive licensing. Android devices, while compatible, are not recommended due to inconsistencies in device configuration and unreliability when working with recommended Bluetooth peripherals.

### **Boopsie**

We are live in the Apple Store and the Android store. Patrons will be able to Access the entire library catalog.

Boopsie's library-branded mobile apps enable libraries of all types and sizes to quickly acquire new users and increase circulation. Boopsie's mobile apps are fully hosted and maintained by its customer service organization. Boopsie's proprietary platform provides native mobile apps for libraries on Android, iOS, Windows and Kindle Fire platforms which enables 24/7 remote library access via the user's device of choice

### **Staffing**

With Jane retiring I have decided to split the one full time position into two part time positions. The position of Information and Technology Librarian was filled by Louis Trizna. He goes by the name Zoli and is working with patrons and taking on more of the website maintenance duties and managing the databases and electronic resources.

The Young Adult Librarian, Amy Grieshamer, is being trained and she has an interest in graphic novels, video games and comics. She has made new displays for the graphic novels and reviewed the standing order list for the YA titles. She is enthusiastic and has many ideas to improve our service to the young adult demographic.

Maura is assuming the role of Adult Services Librarian, and she worked with Jane to assume Jane's responsibilities. Maura, Robin, and I are looking at the various tasks and duties, looking at how to distribute those duties among the new people. To replace Maura in Youth Services, I have hired Amy Gullo who has experience in Storytime and outreach at the Berwyn Public Library. She has also worked at the Magic Tree House Bookstore in Oak Park. Her first day will be March 16<sup>th</sup> and she will work closely with Maura.

## **F. COMMITTEE REPORTS**

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

## **4. UNFINISHED BUSINESS:**

1. Security Cameras- Director Losey has asked for three bids from security companies. Several locations were looked at and the needs of the library were evaluated. They will make recommendations and a proposal for installing additional cameras.
2. Exterior and interior maintenance will need to be done in spring. There are soffits that are in need of 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. Director Losey has asked the contractor we used for the first floor remodel to provide a price for the various items.

G. ANNOUNCEMENTS:

H. REMINDERS: The next meeting is April 20, 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 8:23 p.m. Motion carried by roll call vote.

4 Ayes 0 Nays 3 Absentee.