

**HILLSIDE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
**April 20, 2016**

**A. CALL TO ORDER:**

Maureen Sypkens called the meeting to order at 7:12 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  
 Dan Bindert, Mary Wajda, & Donna Kassar

**Absent:**

**B. APPROVAL OF MINUTES:**

Director Losey informed the board that minutes for the March, 2016 minutes were not completed. Maureen Sypkens tabled the approval of the April minutes until the May

**C. REPORTS OF THE OFFICERS:**

1. **PRESIDENT'S REPORT:** None.
2. **SECRETARY'S REPORT:** None.
3. **TREASURER'S REPORT:** Bill Spain presented the Treasurer's Report for April, 2016
  - a) The review of the Resolution dated April 20, 2016 , covering expenses for the month of April, 2016, filed under a separate cover for audit in the Hillside Public Library were presented:

**EXPENDITURES AS OF March 31, 2016**

GENERAL EXPENSES		\$ 22,196.59
PAYROLL EXPENSES		\$ 39,863.86
	<b><u>TOTAL EXPENDITURES</u></b>	<b>\$ 62,060.45</b>

**RECEIPTS AS OF April 20, 2016**

FINES, FEES & MISC. INCOME		\$ 1,976.03
GIFTS		\$
INTEREST INCOME		227.14
Interest on taxes	\$2.51	
Republic		
Bank	\$0.53	
Illinois Funds	\$224.10	

PER CAPITA GRANT		_____	\$	
REVENUE SHARING		_____	\$	
TAXES PRIOR YEARS	2013	_____	\$	12.58
TAXES CURRENT		_____	\$	2,002.26
TAXES DEFERRED	2015	_____	\$	500,750.35
CORPORATE REPLACEMENT TAXES		_____	\$	
OTHER		_____	\$	
<u>TOTAL RECEIPTS</u>			\$	504,968.36

**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 EXPENSE ACCOUNT  
to PAYROLL ACCOUNT  
ACTIVITY: 1) Transfer \$40,794.48 to Republic Bank  
                  2) Deposit \_\_\_\_\_  
                  3) Other \_\_\_\_\_

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 April, 2016.

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

7 Ayes 0 Nays 0 Absentee.

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

**D. ADMINISTRATIVE LIBRARIAN**

**SWAN Update**

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. RAILS has indicated that they would aid in the funding of this merger. The addition would be

in 2018 and requires SWAN and RAILS to look at their potential future space needs.

The SWAN Facility Committee created a list of several properties that could meet SWAN's needs in a facility. SWAN has been testing a limited work from home program and the evaluation of that model has been positive. This may be factored into the space planning for SWAN. A list of concerns about the RAILS space has been drawn up to provide to RAILS and SWAN talking points for how to utilize the space in the RAILS Burr Ridge building.

### **RAILS Update**

Public Comments continue on the draft system membership standards that have been presented. These standards will apply to all library types (academic, public, school, and special). Concerns by rural libraries regarding educational level for director and the continuing education requirements for staff re the most often concerns cited.

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.

### **Operation Care Package**

The Proviso Township Office is operating a program called Operation Care Package. This program is soliciting food items, personal health care, and hygiene items for members of the military serving overseas. The Township delivered 70 boxes filled with supplies such as shaving cream, disposable razors, wet wipes, deodorants, toothpaste, toothbrushes, floss, q-tips, shampoos, lotions, slim jims/jerky, granola bars, bags of candy, gum, fruit snacks, and trail mixes to the Operation Care Package distribution facility in Manhattan, Illinois.

### **Edge Assessment Goals**

I have completed and downloaded the library's recommendations, and added 10-15 recommendations to our Edge Action Plan. From these recommendations I identified the three top technology initiatives based on your Edge Recommendations. With these recommendations, I articulated these objectives in the flier/leave-behind. I have completed and saved our library's complete Executive Edge Toolkit.

The FY17 Technology requirement for the Per Capita Grant Program is that the "library board and staff will report on the impact the EDGE Assessment has had on the library, including at least one example of how the library has used or plans to use the information gleaned from the assessment." The Action Plan can help fulfill this requirement!

### **IMRF Special Assessment**

With Jane retiring we paid her for outstanding vacation per state and national laws. “Under Public Act 97-0609, employers are required to pay that portion of the present value of a pension attributable to earnings increases within the final rate of earnings period which exceed the greatest of 6% or 1.5 times the increase in the CPI-urban. The Accelerated Payment (AP) amount required for this annuity because of this increase is \$5,192.48.

#### **E. COMMITTEE REPORTS**

1. ADMINISTRATION – None.
2. BUSINESS/FINANCE – None.
  - a) Director Losey has meet with representatives from three banks- Republic, Wintrust, and MB Bank. With the changes to the Illinois Funds, we can no longer have our tax revenue deposited in Illinois Funds. The deposits are now going to our Republic Bank accounts. There was a discussion about the funds and what was required of the library to do to adjust to these changes.

#### **F. 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 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. Director Losey has asked the contractor we used for the first floor remodel to provide a price for the various items.

Maureen Sypkens made a motion to: APPROVE FUNDS FOR THE MAINTENANCE WORK AS OUTLINED IN THE KBR PROPOSAL NOT TO EXCEDE \$50,000. The motion was seconded by Gloria Whitaker

The motion passed:

7 aye 0 nays 0 absent

#### **G. NEW BUSINESS:**

1. Budget FY 2016-2017- Director Losey detailed each item in the budget and explained how he estimated income and expenditures, for the coming Fiscal year 2016-2017.

Bill Spain made a motion to: APPROVE THE BUDGET FOR FY 2016-2017.

The motion was seconded by Claudell Johnson

The motion passed:

7 aye 0 nays 0 absent

H. ANNOUNCEMENTS:

I. REMINDERS: The next meeting is May 18, 2016 at 7:00 PM.

J. ADJOURNMENT

A motion was made to adjourn the meeting by Claudell Johnson and seconded by Bill Spain. The meeting adjourned at 8:15 p.m. Motion carried by roll call vote.

7 Ayes 0 Nays 0 Absentee.