

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
June 15, 2016

A. CALL TO ORDER:

Maureen Sypkens called the meeting to order at 7:06 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: Maureen Sypkens, Gloria Whitaker, Bill Spain, Mary Wajda,

Absent: Donna Kassar, Dan Bindert, and Claudell Johnson

Maureen Sypkens discussed the Director's evaluation and that the board needs an annual reminder to do the director's evaluation in March and review it in April.

The staff evaluations were discussed and the timing of raises is in May. The evaluation form was discussed and Maureen Sykens is going to review the form.

Gloria Whitaker made a motion to:

INCREASE THE DIRECTOR'S SALARY BY 4.9% RETROACTIVE TO MAY 1, 2016. Bill Spain seconded the motion. The motion was approved on a voice vote.

4 Ayes, 0 Nays, Absentee 3.

B. APPROVAL OF MINUTES:

Maureen Sypkens made a motion to:

ACCEPT THE MINUTES OF THE MAY 18, 2016 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY

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

4 Ayes, 0 Nays, Absentee 3.

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 June, 2016

a) The review of the Resolution dated June 15, 2016 , covering expenses for the month of May, 2016, filed under a separate cover for audit in the Hillside Public Library were presented:

b) Motion made by Maureen Sypkens to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT FOR AUDIT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR JUNE 15, 2016.

Motion seconded by Gloria Whitaker.

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 June 15, 2016 Resolution and summarized below.

BOARD MEETING

June 15, 2016

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF May 31, 2016

GENERAL EXPENSES \$ 26,952.20

PAYROLL EXPENSES \$ 43,172.47

TOTAL EXPENDITURES \$ 70,124.67

RECEIPTS AS OF June 15, 2016

FINES, FEES & MISC. INCOME \$ 1,432.30

GIFTS \$

INTEREST INCOME Interest on taxes \$0.31 254.07

Republic Bank \$0.92

Illinois Funds Reinvest \$252.84

PER CAPITA GRANT \$

REVENUE SHARING \$

TAXES PRIOR YEARS \$ 1,262.37

TAXES CURRENT \$ 514.07

TAXES DEFERRED \$

CORPORATE REPLACEMENT TAXES \$

OTHER \$

TOTAL RECEIPTS \$ 3,462.81

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 \$0.00 to Republic Bank

2) Deposit

3) Other

BANK: Republic Bank EXPENSE ACCOUNT to PAYROLL ACCOUNT

ACTIVITY: 1) Transfer \$43,359.97 to Republic Bank

2) Deposit

3) Other

D. ADMINISTRATIVE LIBRARIAN SWAN

The SWAN Board has approved SWAN move to space outside the RAILS building. There is a lack of space for both organizations. The servers would remain at RAILS in Burr Ridge and meeting rooms and conference rooms would remain available at the RAILS Burr Oak Facility for SWAN usage. The new location will be within ten minutes of the RAILS headquarters. The lease is currently being negotiated. The move is anticipated for Fall, 2016.

SWAN has had formal talks with the leadership of the LINC and MAGIC consortiums. The MAGIC Consortium includes school and public libraries. The LINC Consortium is composed of public libraries. The addition of these libraries will bring SWAN membership up to 100 members. Fee increases may occur as these new libraries are integrated into SWAN; however, with the volatile state of finances in the state more libraries in the consortium will help stabilize future fees.

The fee structure that was revised and implemented in 2012 will require revision because of the differences in SIRSI and the additional libraries. The board froze fees for three years and this year's fees are reduced 13%. A fee increase could be an outcome of a revised fee structure, but any increase wouldn't occur until 2018.

RAILS

Representatives from the ILA and RAILS meet on June 6 to discuss how to fill the gap left by the suspension of the Statewide Public Library Management Institute (SPILMI). We know that there are over 70 new public library directors in Illinois since the last SPLMI. We know that there are more new directors every day. A committee will work on a program, we are calling Directors University that will provide the critical training that new directors want and need.

Dee Brennan met with Brian Bannon, Commissioner of the Chicago Public Library, on June 9, about working together to advocate for state funding for libraries. We also talked about cooperative purchasing opportunities and an expanded museum pass program.

ILLINOIS STATE LIBRARY

State Library Director Craig has accepted the position of Senior Director of the Consortium of Academic and Research Libraries in Illinois (CARLI). Anne has spent 27 years at the State Library and has served as director since 2005. She will start with CARLI on July 1, replacing Susan Singleton, who is retiring at the end of July. State Library Staff greatly appreciate Anne's caring leadership and wish her many more years of services to Illinois libraries at CARLI. The State Library provides support, through grant programs, to over 3,370 public, academic, school, and special libraries throughout Illinois. The Talking Book and Braille Service (TBBS) serves the needs of the visually impaired through support of the activities of the Illinois Network of Libraries Serving the Blind and Physically Handicapped.

SUMMER READING

Sign-up for our annual Summer Reading Program begins Monday, June 13th. This year we have themes for children age 3 to grade 6, grade 7 to grade 12, and adults. The kickoff event, on Monday, June 13th, was a visit from the Exotic Wildlife Sanctuary. We had over 50 people attend. The sanctuary brought animals from the rainforest, which included a monkey, a lemur, and several other animals. We are seeing more high

school participants this year due in part to visits to the high schools by the young adult librarian.

REFERENCE AND CIRCULATION iPad DEPLOYMENT

The library received our iPads and is utilizing Apple's Device Enrollment Program (DEP). This allows us to manage all library-owned devices through the Device Enrollment Program. In addition, the library is utilizing a free service from Cisco/ Meraki for a MDM server. Mobile device management (MDM) enrollment for every device is handled on line remotely. This allows each iPad, when activated, to be immediately configured with account settings, apps, and access to MobileCirc over the air. There's no need for IT to physically access each device to complete setup.

Assign user profiles through your MDM server. As the user completes Setup Assistant, the device will be automatically enrolled in MDM and configured with the proper settings. This allows the administrator to track all the devices on your network with complete visibility. This also allows us to enforce policies across mobile devices administered by the library and protect devices and their data, control their usage with fine-grained passcode policies.

E. COMMITTEE REPORTS

1. ADMINISTRATION – None.

2. BUSINESS/FINANCE – None.

- a) Scholarship Fund- Mary Wajda, & Claudell Johnson worked on recommendations for the accumulated interest to be used for scholarship(s). A motion was made by Mary Wajda and seconded by Maureen Sypkens.

MOTION TO AWARD A SCHOLARSHIP OF \$500.00. THE SCHOLARSHIP APPLICATION WILL BE DUE BY NOVEMBER 1, 2016. THE BOARD WILL REVIEW THE APPLICATIONS AND THE RECIPIENT OF THE SCHOLARSHIP WILL BE NOTIFIED BY NOVEMBER 17, 2016. Motion carried by voice vote.

4 Ayes, 0 Nays, Absentee 3.

F. UNFINISHED BUSINESS:

1. The rear doors at the employee entrance are currently not to code and leak air. They also set off false alarms due to wind and the door's not being sealed. Director Losey received a quote from F.W.Kline to replace the doors at a cost of \$3, 624.20. A motion was made by Maureen Sypkens and seconded by Mary Wajda.

MOTION TO APPROVE SPENDING \$3, 624.20 TO REPLACE THE REAR EMPLOYEE DOORS. Motion carried by voice vote.

4 Ayes, 0 Nays, Absentee 3.

G. NEW BUSINESS:

1. Recycling- Director Losey told the board that the village had picked up the blue recycling bin. The library posted signs telling the public that they can recycle electronics at the village hall. At this point only one TV had been left since we discontinued being a recycling location.

2. Prevailing Wage Ordinance – for June 2016, Cook County

A motion was made by Bill Spain to pass the Prevailing Wage Ordinance. Motion seconded by Maureen Sypkens. Motion carried by roll call vote.

4 Ayes 0 Nays 3 Absentees.

3. The library utilizes the General Mathematical Formula for the calculation of nonresident card fees ([23 Ill. Admin. Code 3050.60](#)). Maureen Sypkens made a motion to:

ADOPT THE NEW NON-RESIDENT LIBRARY CARD FEES USING THE GENERAL MATHEMATICAL FORMULA. THE NON-RESIDENT FEE WILL BE \$369.00. Bill Spain seconded the motion. Motion carried by roll call vote.

4 Ayes 0 Nays 3 Absentees

H. ANNOUNCEMENTS:

I. REMINDERS: The next meeting is July 20, 2016 at 7:00 PM.

J. ADJOURNMENT

A motion was made to adjourn the meeting was made by Gloria Whitaker and seconded by Maureen Sypkens. Motion carried by roll call vote.

4 Ayes 0 Nays 3 Absentee.

The meeting adjourned at 8:30 p.m.