

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
November 16, 2016

A. CALL TO ORDER:

Mary Wajda called the meeting to order at 7:13 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: Donna Kassar, Dan Bindert, Gloria Whitaker, Mary Wajda, and Bill Spain

Absent: Maureen Sypkens

B. APPROVAL OF MINUTES:

Gloria Whitaker made a motion to:

ACCEPT THE MINUTES OF THE OCTOBER 19, 2016 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY

Bill Spain seconded the motion. Carried by voice vote.

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 November, 2016

a) The review of the Resolution dated November 16, 2016, covering expenses for the month of September, filed under a separate cover for audit in the Hillside Public Library were presented.

b) Motion made by Gloria Whitaker to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR NOVEMBER 16, 2016.

Motion seconded by Dan Bindert.

Motion carried by roll call vote.

Gloria Whitaker- Aye, Bill Spain- Aye, Mary Wajda-Aye, Dan Bindert- Aye, Donna Kassar -Aye

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

c) Review of Bills and Financial Accounting:

1. Review of Bills and Financial Accounting:			
<u>EXPENDITURES AS OF OCTOBER 31 , 2016</u>			
GENERAL EXPENSES		\$	23,001.23
PAYROLL EXPENSES		\$	44,047.62
	<u>TOTAL EXPENDITURES</u>	\$	67,048.85
<u>RECEIPTS AS OF NOVEMBER 16, 2016</u>			
FINES, FEES & MISC. INCOME		\$	1,555.78
GIFTS		\$	
INTEREST INCOME	Interest on taxes \$0.00		345.94
	Republic Bank \$1.48		
	Illinois Funds Reinvest \$344.46	\$	
PER CAPITA GRANT		\$	
REVENUE SHARING		\$	
TAXES PRIOR YEARS		\$	
TAXES CURRENT		\$	
TAXES DEFERRED		\$	
CORPORATE REPLACEMENT TAXES		\$	
OTHER	Target grant for Adult programs	\$	1,000.00
	<u>TOTAL RECEIPTS</u>	\$	2,901.72
<u>2. Ratification and Confirmation of Investments:</u>			
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 \$44,237.22 to Republic Bank		
	2) Deposit		
	3) Other		

D. ADMINISTRATIVE LIBRARIAN SWAN

SWAN is continuing its Usability Study of the Online Patron Catalog. SWAN and the study's consulting firm will conduct in-person focus groups at two different SWAN libraries, interviewing the following audience types:

- Parents with children under 18
- Mobile device users, and, if we reach our target quota, ESL users and those whose primary language is not English
- Adults age 18 and older

The SWAN has had two members leave the board, and appointed people to fill those vacancies. Now another Board Member has submitted their resignation. The SWAN Board will meet on November 18th to discuss the open position and the addition of new libraries into SWAN. The names of four people, who may be considered to fill the vacant seat, have been received.

The LINC and MAGIC consortiums are dissolving and a number of these libraries have voted to join SWAN. This has also raised the number of libraries joining SWAN to 17. Two libraries are undecided and three libraries have voted not to join SWAN. Due to the migration to SIRSI and a number of other factors, the membership fees need to be restructured. A Fee Committee has been formed to investigate the various scenarios for determining fees. There is a strong feeling that fee changes for any single library be limited, whether it is a decrease or increase in fees.

RAILS

We've partnered with BiblioLabs to bring patrons a collection of e-books that's available to any Illinois resident. The BiblioBoard platform features a collection from Recovering the Classics (which features public-domain classics from world literature, with modern cover images), as well as collections from the Bodleian Library and the BiblioBoard Core. There is no limit on simultaneous use; items in the collection can be read by 1 or 100 patrons at the same time. This means no hold queues and no waiting for titles. BiblioBoard Library provides geolocation-based authentication through the IP address of the user's computer or GPS coordinates of their mobile device.

RAILS is also working on plans for helping to serve the unserved in Illinois. These are people who are not in any library district and must purchase cards from their local library. They will also will announce delivery plans for 2017, an update on ILDS (Illinois Library Delivery Service), and a RAIL's proposed museum pass program.

STAFFING CHANGES

On December 1st, McClure and Inserra will complete the transition to outsourced accounting practices. They will be on site twice per month to enter invoices, create checks, and make recommendations to our existing procedures. They have view only access to the Republic accounts. My goal is to eliminate the overdue fees and over or under payment of bills. This intersects with our changes to banking at Republic Bank and Illinois Funds. Republic Bank will issue new credit cards with higher limits and a rewards program. Our money is now earning interest and is fully collateralized.

a. Executive Session: To discuss personal matters as allowed by ILCS 120/2)(c)(1). Mary Wajda motioned to go into Executive Session and seconded by Donna Kassar at 8:05 PM. The board discussed the situation and that necessary changes should be made. A motion was made to exit executive session by Mary Wajda and seconded by Bill Spain at 8:30 PM. The session was adjourned to the regular meeting.

No board action was determined to be necessary and that personnel issues are the director's responsibility. No motions or votes were taken on this issue.

Maura will begin maternity leave in December with her last day at work on December 22nd. Zoli Trizna will increase his hours and be placed on Regular Part Time Status December 1st. Based on the number of hours he currently has worked and the increased hours, it was recommended by the IMRF agent for the village to make this change in status. It avoids potential complications later

HOLIDAY DINNER

Traditionally the board has gathered for an annual Holiday dinner at an area restaurant for the Board and Director. The library pays for each staff/board member. Board members who bring a guest pay the costs for that individual. Gloria Whitaker motioned for the board dinner for January 14, 2017 at Roberto's Restaurant in Elmhurst. The motion was seconded Dan Bindert. Motion was approved.

STAFF CHRISTMAS RECOGNITION

The Board has in the past approved Employee Christmas bonuses. This year has a number of changes. Jane has retired, new librarians have been hired, Joyce Meier has been here 15 years and our pages have been with us for over one year. Last year's total was \$880.00, and for 2016 the cost would be \$915.00. A motion to accept the holiday recognition amounts was made by Bill Spain and seconded by Dan Bindert. The motion was approved.

E. COMMITTEE REPORTS

1. Bicentennial Scholarship Fund Award- The board reviewed all the award applications and the supporting documentation. They discussed the pros and cons of each application. All applicants demonstrated academic achievements and community service. The board reached a consensus. Based on his letter of recommendation and community services, the board reviewed the completeness of the application. His grades and his pursuit of a degree in Fire Science were also considered. A motion to award the scholarship to Christian Gentry-Walker was made by Mary Wajda and seconded by Dan Bindert. The motion carried.

F. UNFINISHED BUSINESS:

1. Building- Director Losey has spoken several times with KBR, who are supervising all the contractors. The contractor was scheduled to begin installing the lighting and the soffits tomorrow. No schedule for the Men's Room floor tile replacement was made. Work will proceed as weather and the contractor's schedule permit.
2. Republic Bank Accounts- Director Losey answered questions regarding the use of the online banking and the checks and balances. The accountant taking over the

bill payment and any risks and safeguards were discussed. The library currently has one credit card with several users. The bank will issue new cards with better terms and higher limits. In the past credit was denied because the total amount on the card was over the limit, which caused embarrassment and lost time. The discussion centered on how much was used in the previous years. Director Losey will provide the amounts used at the January 18th Board Meeting. What has been bought and how much was spent were discussed and Director Losey explained that the cards typically are used to purchase from online services. i.e. Website security. It would allow the library to avoid late fees on invoices that are due before the next board meeting.

G. NEW BUSINESS:

1. Policies- New policies based on changes to the laws will begin on January 1st in most cases, and later in others. There were many changes that will affect the library indirectly.

a. Local Government Travel Expense Control Act was passed by the State Legislature and several versions were reviewed. A policy was presented to the Board by Director Losey. A motion to accept the Resolution for the Local Government Travel Expense Control Act policy was made by Mary Wajda and seconded by Bill Spain. The Resolution was passed by voice vote

b. Child Bereavement Act was read and explained. There were questions regarding whether this required paying employees for the time. The definition of the Regular Part Time employee was explained. A motion to approve the changes to the library's Bereavement Policy was made by Bill Spain and Seconded by Mary Wajda. The motion was approved by voice vote.

c. Employee Holiday Policy- We have a unique situation this year with the calendar and how Christmas Eve and New Year's Eve Day fall on a Saturday. Our policy manual contains very confusing language. Director Losey presented a revised version of the holiday section of the Employee Handbook that clarifies the language and the weekend holiday issues. A motion to make the changes to the Employee Manual Section on Holidays was made by Bill Spain and seconded by Gloria Whitaker. The motion was approved on voice vote.

d. Employee Sick Leave Act, Public Act 99-0841 doesn't require employers to provide sick leave but if they do provide sick time then the leave is extended to the illness of a child or family member. Cook County passed a similar law and the legal community is not sure if the library would fall under the village's home rule exemption.

e. Illinois Victims' Economic Security and Safety Act (VESSA) was amended to include employees that are not covered under the library's sick leave policy. This extends the right to time off for victims of various acts committed against them, but it does not provide for an employee who is the alleged perpetrator to receive time off. A motion to approve the changes to

the library's policy. A motion to make the changes was made by Dan Bindert and seconded by Bill Spain. The motion was approved by voice vote.

f. Changes to the FLSA: The Fair Labor Standards Act of 1938. The definition of an exempt versus non-exempt employee was explained. The various requirements for an exempt employee was discussed. The comp time policy as currently written is not correct. The comp time will now apply to employees who work over 40 hours in a week. If they work over 40 hours in a week, they will receive comp time at the rate of one and one-half times the time worked. A revised library policy was presented to update the Employee Handbook. A motion to make the changes required was made by Mary Wajda and seconded by Donna Kassar. The motion was approved by voice vote.

g. Cook County Minimum Wage Act- The county increased the minimum wage beginning July 1, 2017. The library as a local government unit is exempt, but the increase in minimum wage could make hiring a people below that wage difficult. Director Losey will update the Salary Schedule to account for this change. A motion to increase wages in July to match the minimum wage law was made by Bill Spain. The motion was seconded by Dan Bindert.

2. Trustee Resignation- Claudell Johnson resigned from the board
 - a. Replacement Procedure- Anyone appointed now would need to complete the filing papers by December to run in April. It was decided not to appoint a person to fill the empty seat at this point. Since Claudell Johnson was the vice- president a new vice- present needs to be elected. Donna Kassar made a motion to appoint Gloria Whitaker as Vice-president for the remainder of this term. The motion was seconded by Bill Spain, and the motion passed by voice vote.
 - b. Trustee Re-election- April 4, 2017. Dan Bindert needs to pick up the papers from the Village Clerk Linda Gould.

H. ANNOUNCEMENTS:

- I. REMINDERS: The next meeting is January 18, 2017 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Gloria Whitaker and seconded by Bill Spain. Motion carried by voice vote.

The meeting adjourned at 9:39 P.M.