

**HILLSIDE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
January 18, 2017

**A. CALL TO ORDER:**

Maureen Sypkens called the meeting to order at 7:04 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 Maureen Sypkens

Absent: Bill Spain

**B. APPROVAL OF MINUTES:**

Maureen Sypkens made a motion to:

**ACCEPT THE MINUTES OF THE NOVEMBER 16, 2016 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY**

Donna Kassar 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: Director Losey presented the Treasurer's Report for JANUARY 18, 2016.

- a) The review of the Resolution dated January 18, 2017, covering expenses for the month of November and December, 2016, filed under a separate cover for audit in the Hillside Public Library were presented.

b) Motion made by Mary Wajda to:

**APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR JANUARY 18, 2017.**

Motion seconded by Donna Kassar.

Motion carried by roll call vote.

Gloria Whitaker- Aye, Mary Wajda-Aye, Dan Bindert- Aye, Donna Kassar – Aye, Maureen Sypkens- Aye

The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the JANUARY 18, 2017 Resolution and summarized below.

- c) Review of Bills and Financial Accounting:

## TREASURER'S REPORT

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

#### EXPENDITURES AS OF NOVEMBER 30, 2016

GENERAL EXPENSES	\$	20,712.28
PAYROLL EXPENSES	\$	43,741.26

TOTAL EXPENDITURES		\$64,453.54
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#### RECEIPTS AS OF DECEMBER 31, 2016

FINES, FEES & MISC. INCOME		\$1,519.06
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GIFTS		\$
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INTEREST INCOME	Interest on taxes	\$0.00		\$533.26
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	Republic Bank	\$170.24		
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	Illinois Funds Reinvest			\$3636.02
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PER CAPITA GRANT		\$
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REVENUE SHARING		\$
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TAXES PRIOR YEARS		
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TAXES PRIOR 2008		
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TAXES CURRENT	R E Gen Refunds			\$ 5,617.18
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TAXES DEFERRED		\$
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CORPORATE REPLACEMENT TAXES		\$
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OTHER		\$
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TOTAL RECEIPTS		\$7,669.50
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### 2. Ratification and Confirmation of Investments:

BANK: 609005 to Expense Acct. 130133

ACTIVITY: 1) Transfer 37,561.20 to Republic Bank

2) Deposit

3) Other

BANK: 130133 to Payroll Acct. 609005

ACTIVITY: 1) Transfer \$472,420.54

2) Deposit

3) Other

BANK: Republic Bank

ACTIVITY: 1) Transfer

2) Deposit

3) Other

- D. Executive Session: To discuss personal matters as allowed by ILCS 120/2)(c)(1). Gloria Whitaker made a motion to go into Executive Session, seconded by Maureen Sypkens at 7:15 PM. The board discussed the situation and that necessary changes should be made. A motion was made to exit executive session by Maureen Sypkens and seconded by Gloria Whitaker at 8:05 PM. The session was adjourned to the regular meeting and no action was taken.

#### E. ADMINISTRATIVE LIBRARIAN

##### SWAN

Circulation stats are lower than anticipated, and SWAN has identified the problem in the software and created a solution. SWAN decided to delay the deletion of items until the monthly circulation statistics have run. The annual patron purge will take place Tuesday, January 17th. The purge will remove any patron that meets the following criteria; no checkouts or bills (including overdue fines), expiration date of earlier than 01/01/2014 (expired 3 or more years) OR no checkouts or bills (including overdue fines), last Activity Date earlier than 01/01/2010 (no activity in 7 or more years).

The new Fiction/Nonfiction facet for Enterprise will be deployed on January 24th and will be available for patron use immediately. SWAN has received a number of questions, from library staff, regarding the upcoming facet including how the data is populated, what libraries' responsibilities are in maintaining this data, and how to identify problems.

The LINC and MAGIC consortiums are dissolving and 19 of these libraries have voted to join SWAN. Per SWAN's Bylaws, a quorum of 52 libraries is needed for this vote to be approved. The election's results will be announced Wednesday, February 1. On January 9th, it was announced that SWAN membership has met the quorum of 52 libraries needed for this vote to be approved. A Fee Committee has been formed to investigate the various scenarios for determining fees, which have included metrics for library size, budget, and income. The committee is also looking at the issue of cataloging libraries and if a discounted fee is warranted.

##### RAILS

RAILS is looking for a public library trustee to fill a vacancy on the RAILS Board for a term ending June 30, 2018. Interested candidates should fill out the nomination form on the RAILS website by Friday, February 10, 2017.

All RAILS libraries must complete the ILL survey and certification form by Friday, March 31, to remain eligible for system services such as delivery, continuing education, grant projects, and other programs/services.

The Illinois Library Association (ILA) is offering seven legislative events in February and March to give you an opportunity to meet with your legislators to speak with them firsthand about issues affecting your library. Library trustees, directors, and staff are encouraged to attend. This is on February 13th at 11:30 at the Marriott Oak Brook Hotel.

#### STATEMENT OF ECONOMIC INTERESTS

Director Losey distributed then list of filers. He asked everyone to review their addresses, phone number, and email address. If all information is correct, it is necessary to confirm with the Cook Clerk's office.

### ESL PROGRAM

We continue our support of the English as A Second Language program offered in partnership with Triton College. Registration for the class is February 7th at 9:00 AM. J. Chesham will be here to help answer questions, greet returning class members, and coordinate and potential problems. The class will be on Tuesday and Thursday mornings from 9:00 to 11:30 am at the library. These classes have been important to us serving the Hispanic community and has brought in many people who were unaware of the library.

### LIBRARY INSURANCE

Director Losey met with Jack Cook of Cook & Kocher Insurance Group to discuss the library's insurance quote for 2017. The total insurance needs of the library is \$11, 989 for coverage for the year. This is down from the previous year's total of \$12, 027. Also discussed were additional options the library may want to consider. These include earthquake coverage, molestation coverage, and various computer liability coverages.

### TAX APPEALS

We have received notification from the Cook County Board of Review that appeals to the property valuation were filed. One is from Target and the other is commercial property on Mannheim. Using the formula provided by our attorney, neither request is large enough to make it necessary to have them appear at the appeal hearing.

### PER CAPITA GRANT

The Per Capita Grant for this year has been revised and is simpler and less time consuming to apply for and to complete the Expenditure Report has also been made easier. This is a requirement for the annual online certification process. The annual certification process is required of all library system members in order to qualify for continuing system services and grants programs from the Illinois State Library. In addition to the Per Capita Grant, libraries are also required to complete the ILL ILLINET Traffic Survey before completing certification. The window for certification will close Friday, March 31st, 2017.

### REMINDER OF TIME CAPSULE

January brings the requirement to mark our calendars for June 20, 2025, to host a community celebration and open the Time Capsule buried in cement at our front entrance.

### E. COMMITTEE REPORTS

1. ADMISNISTRATION- None
2. BUSSINESS/ FINANCE- None

### F. UNFINISHED BUSINESS:

1. Employee Credit Card Limits- The library currently has one credit card with several users. The bank will issue new cards with better terms and higher limits. Director Losey will gather information on usage of the credit cars. The amount spent on each card and the accounts numbers for all purchases.
2. Days Closed Calendar- Based on the revisions made to the employee Handbook, the days closed schedule was revised for 2017. The revised calendar has been distributed to employees and the schedule has been changed on the SWAN website. This will reflect the correct due dates based on our schedule.

3. Comprise Smart Terminal- Director Losey explained the Smart terminal and its capabilities. This product is made by Comprise, the company we purchased Sam software from for the public computers.

G. NEW BUSINESS:

1. Trustee Elections and replacement- Vacancies that will be on the board were discussed. Potential appointees were discussed and questions were asked about the upcoming Consolidated Election and its affect on the appointment process. Director Losey is to investigate the questions raised.

2. The budget will follow the process used in previous years. The director will prepare a preliminary budget for the board to review. Questions will be addressed and the budget will be modified based on board input.

H. ANNOUNCEMENTS:

I. REMINDERS: The next meeting is February 15, 2017 at 7:00 PM.

J. ADJOURNMENT

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

The meeting adjourned at 8:31 P.M.