

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
April 19, 2017

1. 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: Maureen Sypkens, Mary Wajda, Bill Spain, Gloria Whitaker, Donna Kassar, and Dan Bindert. Absent: None

2. GUESTS- Introduction of Guests- Village Clerk Linda Gould and Leticia Davis

3. OATH OF OFFICE FOR NEW TRUSTEE

A. Oath of Office administered by Village Clerk Linda Gould of Donna Steiner as Trustee of the Hillside Library Board

B. Seating of new trustee approved.

4. APPROVAL OF MINUTES:

A. Maureen Sypkens made a motion to:

ACCEPT THE MINUTES OF THE JANUARY 18, 2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY AS NOTED.

B. Donna Kassar seconded the motion. Carried by voice vote.

C. THERE WAS NO QUORUM FOR THE FEBRUARY 15, 2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY

5. 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 APRIL 19, 2017.

1. The review of the Resolution dated April 19, 2017, covering expenses for the month of March, 2017, filed under a separate cover for audit in the Hillside Public Library were presented.

2. Motion made by Donna Kassar to:

APPROVE THE TREASURER'S REPORT AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR APRIL 19, 2017.

a. Motion seconded by Gloria Whitaker. Motion carried by roll call vote:

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

3. The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the APRIL 19, 2017 Resolution and summarized below.

a. Review of Bills and Financial Accounting:

Review of Bills and Financial Accounting:

EXPENDITURES AS OF MARCH 31, 2017

GENERAL EXPENSES		\$	66,020.64
PAYROLL EXPENSES		\$	46,265.26
	TOTAL EXPENDITURES	\$	112,285.90
<u>RECEIPTS AS OF APRIL 19, 2017</u>			
FINES, FEES & MISC. INCOME		\$	2,004.71
GIFTS			
INTEREST INCOME	Interest on taxes	\$1.98	\$ 906.42
	Republic Bank	\$311.12	
	Illinois Funds Reinvest	\$593.32	
PER CAPITA GRANT		\$	
REVENUE SHARING		\$	
TAXES PRIOR YEARS		\$	2,857.63
TAXES CURRENT		\$	43,407.63
TAXES DEFERRED		\$	
CORPORATE REPLACEMENT TAXES		\$	
OTHER		\$	
	<u>TOTAL RECEIPTS</u>	\$	49,176.39

2. Ratification and Confirmation of Investments:

BANK: Savings to Expense Acct.			
ACTIVITY:	1) Transfer	\$ 43,984.95	
	2) Deposit		
	3) Other		
BANK: Expense Acct. to Savings Acct.			
ACTIVITY:	1) Transfer	\$331,513.89	
	2) Deposit		
	3) Other		
BANK: Expense Acct. to Payroll Account			
ACTIVITY:	1) Transfer	\$58,943.15	
	2) Deposit		
	3) Other		

E. ADMINISTRATIVE LIBRARIAN

1. SWAN- Auto-renewals will automatically attempt the renewal of materials checked out at your library two days before they are due. This will be done daily and checks to see if the item is eligible for renewal based upon two factor; the renewal limits set by the circulating/charging library and if there are any holds on the item/title. If renewal limits have been met or there are any holds on the item the renewal is declined. The auto-renewal feature will be based on the library that checks the item out not the owning library. This means that items we send to other libraries may be renewed automatically.

SWAN anticipates rolling out Auto-renewals as soon as Symphony has been upgraded to 3.5.2, which is tentatively scheduled for the first week of May. Auto-renewals will be released as an opt-out procedure, in other words if you choose to have your library not participate, you need to notify SWAN of your decision. You can opt-out until April 24th. The board voted to remain in the auto-renewal program, base on a motion by Bill Spain and seconded by Donna Kassar

2. RAILS- Area Training for Librarians and Staff (ATLAS) is holding a workshop for board members on June 3, 9 a.m.–noon, at Green Hills Public Library. Topics will include levy and budget, meeting etiquette, and community involvement. New and tenured trustees are welcome to attend. All Illinois public library directors/Freedom of Information Act (FOIA) officers can use the RAILS FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney
3. The Public Library Per Capita Grants Program was established to assist public libraries to improve and increase library services within their service areas. April 6, 2017 the library was awarded a grant of \$6, 333.42. The letter notifying us of the grant stated, “due to the continued state budget impasse, payment of these funds may be significantly delayed.”
4. Deadline for Statement of Economic Interests- In accordance with the Illinois Governmental Ethics Act, more than 900 units of government and 22,000 public officials and employees must submit ethics filings to the Clerk's office. Government agencies provide a list of people who must file a Statement of Economic Interests. Three board members are have not filed as of April 17th. If you need assistance we can help you complete the forms online.
5. Carpet cleaning- Director has received quotes from several companies regarding carpet cleaning. The library has had the carpets cleaned a number of times and has pricing from those cleanings. Based on the onsite review and quote from Cintas Corp, the carpets will be cleaned in May. Final details will be made and a date set. The board voted to approve the cleaning of the carpet.

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 presented information on usage of the credit cards, amount spent on each card, and the account numbers for all purchases. He recommended that cards be issues to certain employees with a cumulative credit limit of \$13,000.

G. NEW BUSINESS:

1. Director Losey received a letter of application for the vacant seat on the Library Board. Ms. Leticia Davis has applied to fill that vacant set. She answered questions from the board

regarding her interest, background, and potential duties as a Board Trustee. The board decided to table the application until the May board meeting.

- 2 . An Appropriations Resolution was presented by Director Losey. He explained the income and expense amounts and budgeted items. Gloria Whitaker made a motion to accept the proposed Appropriations Resolution for FY 2017-2018. The motion was seconded by Bill Spain. Motion carried by roll call vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Dan Bindert- Aye, Donna Kassar –Aye, Maureen Sypkens- Aye
- 3 Building Maintenance Ordinance- Bill Spain made a motion to:
ACCEPT THE RESOLUTION FOR THE BUILDING AND MAINTENACE LEVY WITH AN ADDITIONAL TAX OF .02% FOR LIBRARY PURPOSES.
Donna Kassar seconded the motion. Motion carried by roll call vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Dan Bindert- Aye, Donna Kassar –Aye, Maureen Sypkens- Aye
- 4 Resolution to Transfer Interest from Special Funds to General Fund.
MOTION TO APPROVE RESOLUTION TO TRANSFER EXCESS INTERST FROM SPECIAL FUNDS TO THE GENERAL FUND was made by Bill Spain and seconded by Donna Kassar. Motion carried by voice vote.
6 Ayes, 0 Nays.
- 5 The Library Board Meeting Dates for the next fiscal year, FY 2017-2018, were reviewed and a motion to accept the dates was made by Donna Kassar and seconded by Dan Bindert. The motion was approved on a voice vote.
- 6 The board asked that the employee salary ranges be adjusted. The LACONI and Management Association surveys will be released in June. The Library Board directed by Director Losey to revise the salary ranges when the new data is available. The board also approved a 4.9% salary increase for the director for the new fiscal year.

H. ANNOUNCEMENTS:

I. REMINDERS: The next meeting is April 19, 2017 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Maureen Sypkens and seconded by Donna Kassar. Motion carried by voice vote at

The meeting adjourned at 8:56 P.M.