

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
OCTOBER 18, 2017

A. CALL TO ORDER:

Gloria Whitaker called the meeting to order at 7:03 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 Steiner, and Donna Kassar

B. APPROVAL OF MINUTES:

A. Donna Kassar made a motion to:

ACCEPT THE MINUTES OF THE SEPTEMBER 20, 2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Mary Wajda seconded the motion. Carried by voice vote.

C. OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS

A. Donna Kassar reported that she meet with the Village Clerk, Linda L. Gould, and was officially sworn into office.

C. 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 OCTOBER 18, 2017.

1. The review of the Resolution dated October 18, 2017, covering expenses for the month of September, 2017, filed under a separate cover for audit in the Hillside Public Library were presented.

2. Motion made by Maureen Sypkens to:

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

Motion seconded by Donna Steiner. Motion carried by roll call vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Bill Spain- Aye, Donna Kassar- Aye

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

a. Review of Bills and Financial Accounting:

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF September 30, 2017

GENERAL EXPENSES	\$	31,863.91
PAYROLL EXPENSES	\$	66,515.82
<u>TOTAL EXPENDITURES</u>	\$	98,379.73

RECEIPTS AS OF October 18, 2017

FINES, FEES & MISC. INCOME	\$	1,542.01
GIFTS	\$	
INTEREST INCOME		1,255.82
Interest on taxes \$		
Republic Bank \$ 361.87		
Illinois Funds Reinvest \$ 862.88	\$	
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	932.30
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER		
Swan Reciprocal		-223.94
Bank fee		-3.00
TSTY Fee		-5.00
<u>TOTAL RECEIPTS</u>	\$	3,498.19

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

ACTIVITY: 1) Transfer \$ 72,623.38
2) Deposit

BANK: Expense Account to Savings Account

ACTIVITY: 1) Transfer \$
2) Deposit

BANK: Expense Account to Payroll Account

ACTIVITY: 1) Transfer \$ 40,889.61
2) Deposit

E. ADMINISTRATIVE LIBRARIAN

SWAN

SWAN has issued new procedures for registering Non- SWAN patrons at SWAN libraries. The library must contact the user's home library to verify the patron is in good standing. If the library is closed, you can create the user record using a shortened expiration (privilege) date. Depending upon your library policy, you may choose to limit the amount of materials you circulate to them at this point. You will need to call the user's home library to verify their status the following day.

A Committee of the Whole meeting for all SWAN members was held on Tuesday, October 17, 2017 at the Oak Lawn Public Library. The meeting was called to receive feedback from members on the new SWAN Membership Fee Structure. The proposed fee structure uses, for public libraries, a flat fee for 50% of the needed revenue and 50% from the library's property tax income received.

RAILS

RAILS has increased the LLSAP support to SWAN for FY19. This in effect moves away from "frozen" funding for this next year. For SWAN the change results in RAILS support increasing from \$503,447 to \$598,985. This is a \$95,538 increase. This will help to make fee increases lower for libraries.

The RAILS' FOIA Hotline has been expanded to include inquiries related to the Open Meetings Act (OMA). RAILS' members can utilize this hotline to receive answers to basic FOIA/OMA questions from a qualified attorney at no cost. The FOIA/OMA Hotline is limited to public library directors or designated FOIA/OMA officers.

Try-It! Illinois, the annual statewide electronic database trial, offers all RAILS member libraries an opportunity to evaluate a wide variety of electronic resources between October 1 and November 30. Thanks to a collaboration between the Illinois State Library and participating electronic resource vendors, there is no charge for accessing these resources during the trial period. We evaluate new databases each year to decide on our purchases in the upcoming year.

INCIDENT REPORT

We have had trouble with tags for new movies being removed from the pages but the movies is on the shelf. On September 26th a patron removed four tags and left the library. He returned later to check the movies out and was told by the circulation supervisor that the tags are not to be removed for the page and taken outside the building. He was angry but left the desk but returned a short time later to argue again about the movies. He left but returned later and asked to speak to the manager. I was on vacation so the circulation manager told him he could contact the director next week. His anger escalated and he became louder and more threatening. The police were called and they responded by asking him to leave with them and they talked to him in the entranceway.

STAFF MEETING

On September 21st I held a staff meeting to present information regarding the changes occurring. The staff had questions regarding the Cook County Vacation and Sick Leave Laws. I explained that they do not apply to Home Rule communities that have passed an ordinance opting out of the law, which Hillside did pass.

We have patrons who drop off papers to be copied expecting the staff to do the entire job for them. Recently a patron emailed documents that she wanted copied in large volumes. She planned to pick them up later. The copy machine is self service but staff do assist people who are having trouble. Our current policy states "Because large volume copying interferes with other patron use of the copier, large volume copying is not allowed in the library. Patrons who need to make more copies of an item are asked to use the local office supply store or a copy center." A sign has been placed near the copiers and the staff were coached on how to respond to requests that were outside our services.

The revisions to the employee handbook were presented and it was explained that they were drafts and not necessarily approved. I went over the proper procedures of what to do with police inquiries and patron confidentiality. The basement storage room had become congested and dangerous. The elevator inspector mentioned this to me and several employees consolidated items. The FOL group had books in the aisle to the elevator and they were told that they cannot block aisles. The storage room is now cleared out and items are being discarded or stored in plastic storage containers.

Questions had been answered as the topics were brought up and several were answered at the end of the meeting. Kathy reviewed procedures and answered questions.

BASEMENT FLOODING

Flooding in the elevator hall remains a problem. To date the village has water jetted the sanitary and storm lines that are on the south side of your building leading westward to Hillside and found them to be intact and functioning. We have called in JULIE to locate any utilities for an exploratory dig, where the sink hole was formed. Director Losey spoke with the Head of Public Works and was told that they would have the side dug before our board meeting. Due to the heavy rains this weekend that has been delayed.

The week of 10/9 we experienced flooding that required water removal and carpet tile to be removed. This past weekend was even worse as the rain was continuous and heavy. The flooding was minimized by staff continuing to pump water out of the carpet. With fans and the dehumidifier the dampness is subsiding.

Hot Spot Circulation

Our ten mobile hot spots are now circulating and we are promoting them to the community. Packing, check in and check out procedures, and cataloging the items have been completed and instructions on use created for inclusion in the case with the hot spot are completed. They are all checked out and have holds on them.

E. COMMITTEE REPORTS

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

F. UNFINISHED BUSINESS:

1. Trustee Vacancy- No people have been identified for filling the empty position. One possibility was unable to commit since he has had a change in his work schedule. The board, staff, and director are looking for an interested party, and will continue to look.
2. Employee Policy Handbook Review- The committee has meet and reviewed the changes made by the attorney. The Management Association has published a survey of local libraries benefits and another survey of business benefits. The committee will meet to review the board recommendations. The committee will present to the board for review and consideration any changes to the handbook.
3. Circulation Policy Revision- Our circulation policy is outdated from the many changes to SWAN's policies and our policy changes. Kathy Z. and Maura T. revised the policy to align it with our current policy and SWAN's new policies. Director Losey reviewed it and presented it to the board for review prior to approval next month.
4. Library Building and lower level flooding- The lobby outside the elevator on the lower level floods after heavy rains. The water can be seen coming through the brick. Director Losey is meeting with a contractor next week to evaluate the problem. The village will also investigate the source of the flooding.

- a. Director Losey presented price quotes for various projects in the library building. These include the replacement of the tile floor in the upstairs public women's restroom, similar to the tile that was used for the floor replacement in the Men's room. Also the remodeling of the staff restroom and the reconfiguration of the doors and walk through to the staff room. Moving the computer room table on the north side to the south wall was included. The advantages and disadvantages of each was discussed.
- b. Motion was made by Bill Spain to:

APPROVE THE ABOVE LISTED PROJECTS AS PROPOSED BY KBR WITH A NOT TO EXCEED LIMIT OF \$40,000.

Mary Wajda seconded the motion. Carried by voice vote.

G. NEW BUSINESS:

1. Credit Card Acceptance Policy: The PCI Security Standards Council monitors threats and sets PCI Security Standards. To comply with these requirements the policy for The Hillside Public Library's credit card security requirements was presented. All employees are required to adhere to the policies described within this document.
2. Motion made by Mary Wajda to:
ACCEPT THE HILLSIDE PUBLIC LIBRARY CREDIT CARD SECURITY POLICIES (PCI DSS 3.2)
Donna Kassar seconded the motion. Carried by voice vote.
3. Draft of Audit was presented for review and no questions or objections were offered. The auditing firm Knutte & Associates will finalize the audit and present printed copies of the board, village and county.
4. The Annual Levy: This Board has carefully considered the funds available and its needs for the 2017-2018 fiscal year; and this Board finds it in the best interest that action be taken.

Motion to approve the 2017- 2018 Levy was made by Bill Spain:

THE BOARD HEREBY DETERMINES THE AMOUNTS INDICATED AS THE 2017-2018 FISCAL YEAR LIBRARY TAXES; AND SAID AMOUNT SHALL BE LEVIED BY THE CORPORATE AUTHORITIES AND COLLECTED AND DEPOSITED TO THE LIBRARY FUNDS AS PROVIDED BY LAW.

The motion was seconded by Maureen Sypkens. Motion carried by roll call vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Bill Spain-Aye, Donna Kassar- Aye

H. ANNOUNCEMENTS:

- I. **REMINDERS:** The next meeting is November 15, 2017 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Maureen Sypkens and seconded by Donna Steiner. Motion carried by voice vote. The meeting adjourned at 8:06 P.M.