

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 15, 2017

A. CALL TO ORDER:

Gloria Whitaker 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 the unanimous consent of the Board.*

Present: Maureen Sypkens, Mary Wajda, Bill Spain, Gloria Whitaker, Donna Steiner, and Donna Kassar

B. APPROVAL OF MINUTES:

A. Maureen Sypkens made a motion to:

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

Donna Kassar seconded the motion. Carried by voice vote.

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 November 15, 2017.

1. The review of the Resolution dated November 15, 2017, covering expenses for the month of October 2017, filed under a separate cover for audit in the Hillside Public Library was 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 NOVEMBER 15, 2017.

Motion seconded by Mary Wajda. 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 November 15, 2017, Resolution and summarized below.

a. Review of Bills and Financial Accounting:

**BOARD MEETING
November 15, 2017**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF October 31, 2017

| | |
|---------------------------|--------------|
| GENERAL EXPENSES | \$ 27,884.74 |
| PAYROLL EXPENSES | \$ 61,115.78 |
| <u>TOTAL EXPENDITURES</u> | \$ 89,000.52 |

RECEIPTS AS OF November 15, 2017

| | |
|-----------------------------|-----------------------------------|
| FINES, FEES & MISC. INCOME | \$ 1,445.43 |
| GIFTS | \$ |
| INTEREST INCOME | Interest on taxes \$ 1,250.65 |
| | Republic Bank \$340.34 |
| | Illinois Funds Reinvest \$ 910.31 |
| | \$ |
| PER CAPITA GRANT | \$ |
| REVENUE SHARING | \$ |
| TAXES PRIOR YEARS | \$ |
| TAXES CURRENT | \$ |
| TAXES DEFERRED | \$ |
| CORPORATE REPLACEMENT TAXES | \$ |
| OTHER | Swan Reciprocal |
| | Maintenance fee -217.01 |
| | Bank fee -3.00 |
| | TSTY Fee -34.99 |
| <u>TOTAL RECEIPTS</u> | \$ 2,441.08 |

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

ACTIVITY: 1) Transfer \$ 74,690.34
2) Deposit
3) Other

BANK: Expense Account to Savings Account

ACTIVITY: 1) Transfer \$
2) Deposit
3) Other

BANK: Expense Account to Payroll Account

ACTIVITY: 1) Transfer \$ 89,741.36
2) Deposit
3) Other

D. **EXECUTIVE SESSION**- Executive Session not required

E. **ADMINISTRATIVE LIBRARIAN**

SWAN

SWAN Fee Committee has presented to the board a proposed fee structure. The public libraries fee formula uses a formula that is based on their property tax revenue received in a given year and a flat fee that is the same for all libraries.

Progress on the addition of the 19 libraries is progressing. On November 1, SWAN staff hosted a three-hour Q&A session for SWAN, LINC, and MAGIC library staff. On November 2, SWAN staff came together to discuss the New 19 Migration and to identify team leads and task forces to more effectively manage the project. SWAN IT performed a clone of our production server to the test server to prepare for the New 19 Data Load

RAILS

The ILS-Generated Delivery Labels Project began as a partnership with SWAN staff to develop an ILS-generated delivery label solution. This would allow staff to print a sticky label with a barcode for tracking to be used for all outgoing items being sent to other libraries. Developing a product or suite of products at a RAILS-wide scale involves working with and addressing three significant variables: ILS software platforms, unique ILS configurations, and printer models and drivers. Given these issues, RAILS has decided to cease further development and all other work on this project.

INCIDENT REPORT

On November 4th the Teen Group held a bake sale at the library's front entrance. A patron made a purchase and the teen was unable to correctly count change. Events escalated after the patron was charged the wrong amount and received incorrect change. Amy M was the librarian in charge of the event and she intervened to investigate the situation.

Robin F. was in the staff room having dinner and the patron entered the room to discuss with Robin the events that had just taken place. Robin was concerned with the ease of access that is available to non-employees. We evaluated staff responses and what could be done in the future to anticipate problems. This was a positive meeting and highlighted planning that can only be learned on the job.

STAFF CUSTOMER SERVICE MEETING

On Friday, November 17th the staff will gather at Bellwood Public Library to attend training on customer service. The Melrose Park Public Library is also participating. This was an opportunity to bring in an outside person to help staff with patron interactions. To allow as many staff to attend, I would like to close the library until 1:00 PM that day. Motion made by Mary Wajda to:

APPROVE THE CLOSING OF THE LIBRARY ON NOVEMBER 17TH FOR CUSTOMER SERVICE TRAINING.

Motion Seconded by Bill Spain. Carried by voice vote.

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.

The Village Public Works department is working to find the source of the water. We want to eliminate any possible sources before digging a hole on the side of the library. If no source is found and the excavation produces no results it may require more in-depth examination by an engineering firm.

SMART TERMINAL INSTALLATION

On November 8th and 9th, the terminals for credit and cash transactions were installed and set up. It will be necessary to develop that reflect the best practices of managing the cash and credit transactions. Credit card minimums, refunds, and other procedures will be affected by the ability to accept credit transactions. Rules that we must adhere to are set by law and the credit card companies. Although a go-live date hasn't been set, the goal is to be operational before the end of November.

BACK ROOM SECURITY

The recent incident with the teen bake sale highlighted the lack of security in our staff areas. It is very common for patrons to walk into the circulation area and use tape, scissors, or staplers. Some patrons will walk into the back staff area to talk with staff members. As we see regularly on the evening news this openness, although welcoming, is dangerous. On Wednesday, August 28, 2017, in Clovis New Mexico and shoot and killed two library employees. The 16-year-old was upset over bully and just wanted to hurt someone.

The staff and I are identifying ways to reduce public access to the staff area and to restrict access to those who are authorized to be in these areas. Because of the building's layout and openness, this is a difficult problem to solve. Several options have been discussed and I will talk with the contractor when he begins work on the other projects.

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 met and reviewed the changes made by the attorney from The Management Association. The committee meet and revised pages 1-29 of the Employee Handbook. The committee will present to the board for review and consideration the remaining 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. It was presented it to the board for review and approval. Motion made by Maureen Sypkens to:
ACCEPT THE PARTIAL REVISIONS TO THE EMPLOYEE HANDBOOK AND TO APPROVE THE REVISED CIRCULATION POLICY. Motion Seconded by Donna Kassar. Carried by voice vote.

4. Library Building and improvements- 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, the remodeling of the staff restroom and the reconfiguration of the doors, and a door through the circulation wall to the staff room. Moving the computer room table on the north side of the south wall was included. The various finishes have been selected and the product samples will be reviewed ordered.

5. Scholarship Fund- Mary Wajda reported on the two accounts at Huntington Bank, which was formerly First Merit Bank. One account, the CD account, has ten thousand dollars and a second account that receives the interest income from the first account. The CD account has as signors Bill Spain, Lori Croft, and Dorothy Muellner. The second account has Claudel Johnson, Dorothy Muellner, Donna Kassar, Bill Spain and Mary Wajda. Mary needs to present to the bank the resignation letter from Lori Croft and Claudel Johnson. Upon the removal of those names, new trustees can sign cards at the bank.

6. Final Audit- Language in the final audit was of concern and were discussed. Concern was expressed that recommendations were not included in the Management Letter. The Audit was tabled until January 17, 2018, and the Auditing firm will be asked to attend to answer questions. Motion made by Gloria Whitaker to:

TABLE THE AUDIT UNTIL THE JANUARY 17TH MEETING. Motion Seconded by Maureen Sypkens. Carried by voice vote.

G. NEW BUSINESS:

1. Per Capita Grant requirements. This year Per Capita Grant Application requires that trustees review Chapters 1-5 of the Trustee Facts File; Third Edition. Additionally, staff and trustees are to complete one free online continuing education presentation focusing on safety in the library. A number of resources are available for this requirement. ALA, ILA, and RAILS all contain free online education on library safety.

2. Holiday Bonus- Traditionally the library has presented bonus money at Christmas to staff based on the number of years they have been working at the library. Director Losey presented the previous years' levels and asked that the levels be increased since they have been the same for five years. Also, the library has an employee that has reached the twenty-five-year mark. An additional level was requested to incorporate this length of service. Motion made by Maureen Sypkens to:

INCREASE THE AMOUNT PAID FOR EACH LEVEL OF THE BONUS SCHEDULE FOR THE HILLSIDE PUBLIC LIBRARY, AND TO CREATE AN ADDITIONAL LEVEL FOR 25 YEARS OF SERVICE. Mary Wajda seconded the motion. Carried by voice vote.

3. Board Holiday Gathering- The board discussed various options and Saturday, January 6th was selected for the date. All were in agreement that Roberto's Restaurant in Elmhurst was a location. Director Losey will arrange the event and make reservations.

H. ANNOUNCEMENTS:

I. **REMINDERS:** The next meeting is January 17th, 2018 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 8:23 P.M.