

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
January 17, 2018

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 Present: Justin Kopec, Knutte and Associates

Justin Kopec of Knutte and Associates presented the audit and explained the management letter. He answered questions regarding the section concerning the library's use of cash accounting versus accrual accounting. He explained that most small libraries do not have a full-time accountant and the modified cash basis we currently use is easier and is sufficient for the library's purpose. He said that there were no problems that the board needs to be aware of or address.

B. APPROVAL OF MINUTES:

A. Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE NOVEMBER 15,2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY.

Donna Steiner 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 December, 2017 and January, 2018.

1. The review of the Resolution dated December, 2017 and January, 2018, covering expenses for the month of November and December 2017, filed under a separate cover for audit in the Hillside Public Library was presented.

2. 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 17, 2018.

Motion 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

3. The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the January 17, 2017, Resolution and summarized below.

a. Review of Bills and Financial Accounting:

**BOARD MEETING
December 20, 2017**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF Novmber 30, 2017

GENERAL EXPENSES	\$	23,631.20

PAYROLL EXPENSES	\$	48,336.74

BANK FEES; CHARGE CARDS		41.10
MAINTENANCE FEES		216.48

<u>TOTAL EXPENDITURES</u>	\$	72,225.52

RECEIPTS AS OF December 20, 2017

FINES, FEES & MISC. INCOME	\$	1,026.45

GIFTS	\$	

INTEREST INCOME		1,192.42
Interest on taxes \$		
Republic Bank \$295.15		
Illinois Funds Reinvest \$ 897.27	\$	

PER CAPITA GRANT	\$	

REVENUE SHARING	\$	

TAXES PRIOR YEARS	\$	17,000.58

TAXES CURRENT	\$	

TAXES DEFERRED	\$	

CORPORATE REPLACEMENT TAXES	\$	

OTHER Swan Reciprocal		82.50

<u>TOTAL RECEIPTS</u>	\$	19,301.95

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

ACTIVITY:	1) Transfer	\$84,172.51
	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	\$ 48,421.79
	2) Deposit	
	3) Other	

D. EXECUTIVE SESSION- Executive Session not required

E. ADMINISTRATIVE LIBRARIAN

SWAN

Scheduled for February 20th SWAN's Symphony Production server will be upgraded to the latest Linux version on the remaining servers in the RAILS datacenter. Following the success of this upgrade, a full move to the Azure environment has been tentatively scheduled for either the first week of July or the first week of September.

The SWAN Membership Fees for FY19 will be presented at the Tuesday, February 6, 2018, Committee of the Whole meeting, which will be held at 9:30 am at RAILS location 125 Tower Drive, Burr Ridge, IL. The SWAN Board revised the public library fee formula proposed and presented by the Fees Committee. The formula now removes bond payment amounts that are used in a debt service. Hillside Public Library's SWAN fee in FY 2015 was \$16, 996. This was reduced 13% because of excess money in the reserves. From FY 16- to FY 18 the library saved \$5677. The new fee structure numbers have not been formalized yet, however, the anticipated increase will be about \$4370 per year.

RAILS

The annual online certification process begins Tuesday, January 2, 2018. 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. The window for certification will close Saturday, March 31, 2018. Libraries are also required to complete the Per Capita Grant application and ILL ILLINET Traffic Survey before completing certification. The ILL ILLINET Traffic Survey can be completed anytime prior to the certification deadline, Saturday, March 31.

The RAILS overlay project has a new name – Find More Illinois. This emphasizes the increased discovery aspect of the project and mirrors the name of Explore More Illinois, the museum pass program that RAILS is also working on. Software implementation for the pilot project is expected to begin this February. This designed to allow libraries to handle inter-library loans easier, especially libraries that are not part of a consortium, such as SWAN.

PER CAPITA GRANT 2018

The Per Capita Grant and Expenditures Report were submitted to the Illinois State Library on January 9th. Director Losey watched the archived webinar on Library Safety on the RAILS website on January 8, 2018. The "Trustees" requirements for the FY 2018 grant encompass a review of Trustee Facts File, Fourth Edition, and Chapters 1 through 5.

LIBRARY CLEANING

The library has not been cleaned to the agreed standards. Director Losey reviewed the security camera recordings for several days in December. The cleaning person failed to do most of the required daily tasks. The cleaning person spent about 30 minutes per day on cleaning. No vacuuming, mopping restroom floors, or other duties were observed on the days the recordings were made. The cleaning company was contacted and Director Losey meet with our service representative, Lena Ferraresi. On January 5th. She agreed that the work was not done to their standards and that the cleaning person would be spoken to about the job. Monitoring of various days will continue to confirm that all required work is done.

STATEMENT OF ECONOMIC INTERESTS

Director Losey is required to submit a list of people who are required to file the Statement of Economic Interests. Please review that current information we have is correct. Once I have confirmed that all filers are correct I will submit the list. State law requires Cook County elected officials, appointed officials, and certain local and county government employees to file a Statement of Economic Interest with the Clerk's office each year. Late fee: Individuals who file after the deadline must pay a \$15 late fee per year for each year they are required to file and past due.

As in past years you will receive a notification letter(s) with your Filer ID(s) and Registration Key(s). You can go online to complete this requirement.

HOLIDAYS AND DAYS CLOSED 2108

The following is our holiday and days closed schedule: 1/01, New Year's Day, 2/19, Presidents Day, 5/28, Memorial Day, 7/04, Independence Day, 9/03 Labor Day, 11/22 Thanksgiving, 11/23, Day after Thanksgiving, 12/24 Christmas Eve, 12/25, Christmas Day, 12/31, New Year's Eve. Other Days Closed are April 1, Easter, May 13, Mother's Day, All Sundays from May 27 through September 2. The Library Will Be Closing At 5:00 P.M. on 11/21, Thanksgiving Eve.

E. COMMITTEE REPORTS

1. ADMINISTRATION- 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 will meet again in February. The committee will present to the board for review and discussion the remaining changes to the handbook. This will include benefits, pay policy, and work week.
3. 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- Justin Kopec of Knutte and Associates presented the audit and explained the management letter. He answered questions regarding the section concerning the library's use of cash accounting versus accrual accounting. He explained that most small libraries do not have a full – time accountant and the modified cash basis we currently use is easier and is sufficient for the library's purpose. He said that there were no problems that the board needs to be aware of or address. **A MOTION TO ACCEPT THE AUDIT WAS MADE BY BILL SPAIN**, Motion Seconded by Gloria Whitaker. Carried by voice vote.

G. NEW BUSINESS:

1. A new Public Act 100-0554, was passed by the Illinois General Assembly. It requires units of local government to adopt a resolution or ordinance establishing a sexual harassment policy that complies with the new statutory requirements for such policies. Mary Wajda made **A MOTION TO PASS RESOLUTION NO. 2017-02-A RESOLUTION ESTABLISHING AN UPDATED SEXUAL HARASSMENT POLICY FOR THE HILLSIDE PUBLIC LIBRARY IN ORDER TO COMPLY WITH PUBLIC ACT 100-0554** . The motion was seconded by Bill Spain. Motion carried by roll call vote: Gloria Whitaker- Aye, Mary Wajda-Aye, Donna Steiner- Aye, Maureen Sypkens- Aye, Bill Spain- Aye, Donna Kassar- Aye

2. While revising the Circulation Policy Director Losey removed policies that were not directly related to circulation. He submitted a revise POLICY AND GUIDELINES REGARDING USE BY THE PUBLIC OF LIBRARY DISPLAY & EXHIBIT SPACE. A MOTION TO ACCEPT THE POLICY AND GUIDELINES REGARDING USE BY THE PUBLIC OF LIBRARY DISPLAY & EXHIBIT SPACE was made by Maureen Sypkens and seconded by Donna Kassar. The motion was approved by voice vote.

3. 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.

H. ANNOUNCEMENTS:

I. **REMINDERS:** The next meeting is February 21st, 2018 at 7:00 PM.

J. ADJOURNMENT

A motion to adjourn the meeting was made by Maureen Sypkens and seconded by Bill Spain. Motion carried by voice vote. The meeting adjourned at 8:14 P.M.