

HILLSIDE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
February 21, 2018

1. CALL TO ORDER:

Gloria Whitaker called the meeting to order at 7:00 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.*

2. ROLL CALL: Present: Maureen Sypkens, Mary Wajda, Bill Spain, Gloria Whitaker, Donna Steiner, and Donna Kassar

3. APPROVAL OF MINUTES:

A. Donna Kassar made a motion to:

ACCEPT THE MINUTES OF THE JANUARY 175, 2017 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY WITH NOTED CORRECTION.

Maureen Sypkens seconded the motion. Carried by voice vote.

4. 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 February 2018.

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

2. Motion made by Maureen Sypkens to:

APPROVE THE TREASURER'S REPORT, AS CORRECTED, AND ACCEPT THE FINANCIAL STATEMENT AND PAY ALL BILLS PRESENTED IN THE RESOLUTION FOR FEBRUARY 21, 2018.

Motion seconded by Donna Kassar. 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 February 21, 2018, Resolution and summarized below.

- a. Review of Bills and Financial Accounting:

**BOARD MEETING
February 21, 2018**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

<u>EXPENDITURES AS OF January 31, 2018</u>			
GENERAL EXPENSES		\$	68,020.26
PAYROLL EXPENSES		\$	45,186.29
BANK FEES; MAINTENANCE FEE		\$	188.67
CHARGE CARDS FEE		\$	36.58
	TOTAL EXPENDITURES	\$	113,431.80
<u>RECEIPTS AS OF February 21, 2018</u>			
FINES, FEES & MISC. INCOME		\$	1,441.36
GIFTS		\$	
INTEREST INCOME	Interest on taxes \$		
	Republic Bank \$ 240.63		
	Illinois Funds Reinvest \$ 1,114.38	\$	1,355.01
PER CAPITA GRANT		\$	
REVENUE SHARING		\$	
TAXES PRIOR YEARS		\$	7,542.41
TAXES CURRENT		\$	
TAXES DEFERRED		\$	
CORPORATE REPLACEMENT TAXES		\$	
OTHER		\$	
	TOTAL RECEIPTS	\$	10,338.78
2. Ratification			
BANK: Savings Account to Expense Account			
ACTIVITY:	1) Transfer	\$	100,157.24
	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	\$	55,040.53
	2) Deposit		
	3) Other		

D. EXECUTIVE SESSION- Not required

E. ADMINISTRATIVE LIBRARIAN

SWAN

SWAN IT has encountered a performance issue impacting test instances of the upgraded Symphony server. Much like system upgrades on your library desktop computers, this server Operating System upgrade is necessary to ensure continued stability and security of the SWAN Symphony/WorkFlows server. This performance issue has caused all database rebuild processing to run up to ten times longer than expected.

That being the case, we've decided to postpone the server upgrade (Originally set for February 21st) until we're confident that our performance issue has been completely resolved. We sincerely apologize for this change of course, and we'll send additional notices via SWANcom as soon as a new date has been determined.

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. Final approval of the fees and budget will be at the March 1, 2018, Quarterly meeting.

RAILS

Annual certification 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 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.

ILLINET SURVEY AND LIBRARY CERTIFICATION

The ILL ILLINET Traffic Survey was submitted to the Illinois State Library. This statistical survey documents the resource sharing between libraries across Illinois. This information is passed on to the federal Institute of Museum and Library Services.

This agency is the primary source of federal support for the nation's libraries and museums. This funding is channeled through to the library systems such as RAILS. These funds pay for delivery of interlibrary loans, grants that include SWAN, and individual libraries and programs. President Trump released his FY 2018 budget request to Congress, which includes \$23 million for administrative expenses to begin conducting a closeout of operations of the Institute of Museum and Library Services (IMLS) starting in Fiscal Year 2018.

On February 2nd. Director Losey completed the Illinois State Library Certification Process.

5. COMMITTEE REPORTS

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

6. UNFINISHED BUSINESS:

A. 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. Maureen Sypkens spoke to a neighbor, who may be an interested party and Director Losey will contact her.

B. Library Building and improvements- Director Losey presented progress for the various projects in the library building. The remodeling of the staff restroom and the reconfiguration of the doors, and a door through the circulation wall to the staff room continues to be work needing completion. New lockers were installed at the staff entrance.

C. 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. She has not been able to go the bank for additional changes.

D. Employee Policy Handbook Review- The committee has met and reviewed the changes and the potential changes. The committee will meet again. 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. The board decided it wanted to see a more finished version of the handbook.

G. NEW BUSINESS:

1. Republic Bank Signors. Director passed the necessary forms for each board member to sign. These allow each board member sign checks and other duties. The paperwork for all the library's accounts was signed by everyone. These will be forwarded to Republic Bank for the records.
2. Director Losey presented a timetable for the budget for FY 2018- 2109. The board instructed him to present a preliminary budget in March based on across the board increases commensurate with the overall increases and to make necessary changes based on this year's budget.

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 8:19 P.M.