

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

1. CALL TO ORDER:

Gloria Whitaker called the meeting to order at 7:02 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, Gloria Whitaker, Donna Steiner, and Donna Kassar. Absent: Bill Spain

3. APPROVAL OF MINUTES:

A. Mary Wajda made a motion to:

ACCEPT THE MINUTES OF THE FEBRUARY 21, 2018 REGULAR BOARD MEETING FOR THE HILLSIDE PUBLIC LIBRARY WITH NOTED CORRECTION.

Donna Kassar 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: Director Losey presented the Treasurer's Report for February 2018.

1. The review of the Resolution dated March 2018, covering expenses for the month of February 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 MARCH 21, 2018.

Motion seconded by Gloria Whitaker. Motion carried by roll call vote: Gloria Whitaker-Aye, Mary Wajda-Aye, Donna Steiner-Aye, Maureen Sypkens-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
March 21, 2018**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF February 28, 2018

GENERAL EXPENSES	\$	42,900.10
.....		
PAYROLL EXPENSES	\$	46,695.87
.....		
BANK FEES; MAINTENANCE FEE	\$	193.18
.....		
CHARGE CARDS FEE	\$	36.83
.....		
<u>TOTAL EXPENDITURES</u>	\$	89,825.98

RECEIPTS AS OF March 21, 2018

FINES, FEES & MISC. INCOME	\$	1,478.98
.....		
GIFTS	\$	
.....		
INTEREST INCOME		
Interest on taxes \$.75		
Republic Bank \$ 197.49		
Illinois Funds Reinvest \$ 1,050.59	\$	1,248.83
.....		
PER CAPITA GRANT	\$	
.....		
REVENUE SHARING	\$	
.....		
TAXES PRIOR YEARS	\$	903.45
.....		
TAXES CURRENT	\$	129,000.26
.....		
TAXES DEFERRED	\$	
.....		
CORPORATE REPLACEMENT TAXES	\$	
.....		
OTHER		
LIMRICC refund	\$	48.74
Swan reciprocal borrowing		136.71
.....		
<u>TOTAL RECEIPTS</u>	\$	132,816.97

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account
ACTIVITY: 1) Transfer \$ 42,505.72
 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 \$ 41,385.70
 2) Deposit
 3) Other

D. EXECUTIVE SESSION- Not required

E. ADMINISTRATIVE LIBRARIAN

SWAN

SWAN IT has completed the 2018 annual patron record purge. The purge will remove any patron that has no checkouts or bills, and an expiration date of earlier than 01/01/2014 or no checkouts or bills and their last activity was dated earlier than 01/01/2010 (no activity in 7 or more years).

SWAN has issued a Request for Proposals (RFP) for a consultant to facilitate the development of a new Strategic Plan. Issues include growth and the addition of new libraries.

RAILS

The discussion of LLSAP funding changes based on need for sustainability, equity and stewardship has opened the possibility that grant funding will be available if new libraries are added to SWAN. This may help Green Hills Library, who has expressed interest in joining SWAN. They are in line to be added after the completion of the additional of the new 19 libraries.

RAILS did receive the remainder of their FY 17 area and per capita grant in the amount of approximately \$3.9 million. We await the state portion of our FY 18 funds, approximately \$7.8 million. Work continues on recruiting museums for participation in Explore More Illinois and on exploring patron authentication options with Quipu, the software provider.

DATABASE ADDITIONS

We are adding databases including newspaper sources such as the following: New York Times Historical Archive (1851-2013), Wall Street Journal Historical Archive (1889-2000), Washington Post Historical Archive (1877-2000). Proviso West High School Yearbooks from 1961-1991 are now digitalized and available online from our website.

GOVERNMENT REQUIRED POSTERS

Many federal, state and local laws and regulations require that employers display specific notices and information for employees. Through The Management Association we've purchased new posters for the area at the employee entrance. Additional postings are required but this area is being established as the place for important notices required for employees.

TECHNOLOGY UPDATE

Specifications for new circulation terminals are complete and we are awaiting pricing. There are new signature pads that display the information on our paper library card application. Because of the large number of devices attached to the circulation computers it was necessary to go with point of sale oriented computers from HP. These have a larger number of USB ports and software for greater security.

DONATION

We received a donation of \$3000.00 from the Berkeley Hillside Presbyterian Church. I confirmed with our attorney that we can accept this donation. A number of options exist on how to target this money. I have created a thank you letter for the board to sign.

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. 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. A new lock has been installed on the staff security door and the code was set. The remodeling of the staff restroom and the reconfiguration of the door through the circulation wall to the staff room are near completion. New lockers were installed at the staff entrance and staff have begun to move their items into the new storage. .

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. Will go with Bill Spain to remove signers.

D. Employee Policy Handbook Review- The committee has met and reviewed the changes and the potential changes. The attorney was sent a copy for final approval. Benefits issues were discussed. The committee will present to the board for review and approval a finished version of the handbook.

G. NEW BUSINESS:

1. Republic Bank Signers. Director Losey has received read only online access to the credit cards to see spending and limits. The paperwork for all the library's accounts were signed by everyone and Director Losey returned them to the bank.

2. Director Losey presented a budget for FY 2018- 2109. He explained the income and expenses. Areas that were increased and decreased were discussed.

3. Mary Wajda made a motion to:

ACCEPT THE BUDGET AND APPROPRIATIONS FOR FY 2018-2019, FOR THE HILLSIDE PUBLIC LIBRARY.

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, Donna Kassar- Aye

H. ANNOUNCEMENTS:

I. REMINDERS: The next meeting is April 18, 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 7:50 P.M.