

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING - February 20, 2019

MINUTES

1. CALL TO ORDER – 7:02 PM

PUBLIC COMMENTS: The Board President will advise the public they must follow the Hillside Public Library Rules for Public Comment. The Hillside Public Library Rules for Public Comment are available on the library's website.

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

3. APPROVAL OF MINUTES – REGULAR MEETING – January 16, 2019 Delayed until March, 2019 meeting

4. REPORTS OF OFFICERS

A. PRESIDENT - none

B. SECRETARY- none

C. TREASURER-

1. Bill Spain presented the Treasurer's Report for January 2019. The review of the Resolution dated February 20, 2019, covering the expenses for the month of January 2019 filed under a separate cover for audit in the Hillside Public Library was presented.

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 JANUARY 2019.

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

2. The Board of Trustees finalized the monthly Treasurer's Report by signing all checks as listed in the January 2019 Resolution and summarized below.

BOARD MEETING

February 20, 2019

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF January 31, 2019

GENERAL EXPENSES	\$	20,671.33
PAYROLL EXPENSES	\$	48,154.42
BANK FEES; MAINTENANCE FEE	\$	205.61
CHARGE CARDS FEE	\$	56.59
<u>TOTAL EXPENDITURES</u>	\$	69,087.95

RECEIPTS AS OF January 16, 2019

FINES, FEES & MISC. INCOME	\$	1,294.25
GIFTS	\$	
INTEREST INCOME		
Interest on taxes	\$	2,408.37
Republic Bank	\$	302.88
Illinois Funds Reinvest	\$	2,105.49
PER CAPITA GRANT	\$	
REVENUE SHARING	\$	
TAXES PRIOR YEARS	\$	2,392.12
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER		
Waiver payments	\$	1,114.80
LIMRiCC Dividend		55.31
<u>TOTAL RECEIPTS</u>	\$	7,264.85

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account
1) Transfer \$ 120,420.46
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 \$ 67,054.59
2) Deposit
3) Other

Review of Bills and Financial Accounting:

a. Approval of Financial Statement, January 2019

3. Scholarship Committee

Mary Wajda reported that she went to the Bank to finalize documents needed for the scholarship account. Once the account is finalized, we will add the scholarship fund from the Village to the account.

6. ADMINISTRATIVE LIBRARIAN

A. SWAN- SWAN has completed the strategic planning process and the results have been approved by member libraries. A major aspect of this plan is for SWAN to move from being a semi-governmental organization to a non-profit 501c3 organization. SWAN has received several inquiries from other libraries to join SWAN. To examine the type of structure that SWAN will become requires a Governance Committee to review the options, legal requirement, and a proposed governing structure. This would require drafting preliminary By-laws and a timeline for conversion. SWAN is also deploying SIRSI's mobile app called BlueCloud Mobile. This will be available to all SWAN libraries for no additional cost.

B. RAILS-Find More Illinois. RAILS is working with a company called the Quipu Group on a new online program to allow cardholders from participating RAILS libraries to reserve free passes, discount admission, and other incentives from cultural attractions in Illinois, such as museums, cultural centers, zoos, aquariums, gardens, historical societies, etc. The program will debut in 2019. Data security issues are being addressed.

C. ILA Legislative Alerts - Governor JB Pritzker signed a minimum wage hike into law Tuesday. The minimum wage would increase gradually every year, until it hits \$15-an-hour in 2025. A 75-cent increase to \$10 on July 1, 2020. The minimum wage would then increase by \$1 each year on Jan. 1 until it hits \$15 per hour in 2025.

D. The annual **West Suburban Library Legislative Lunch** is set for Friday, 1 March 2019 at the Chicago Marriott Oak Brook. The event begins at 11:30 a.m. when the doors open and lunch is available at 12:30. The program concludes at 2:00 p.m. and the cost is \$45. This is a chance to meet legislators from the region who can be important advocates for libraries.

E. Self-check machine status - This has been on hold until my return. MK Solutions will be shipping the device soon and then the networking and a software installation can begin. Training will be available for the staff to assist patrons. SWAN will need to integrate this into our firewall and our profile.

F. Copier Coin Operation machine - The previous coin operator was too old to connect to our new copier. A rebuilt device was installed and the copier is now available to patrons. It will be necessary to alert patrons that it is a color machine with promotional material and signage.

5. COMMITTEE REPORTS

- A. ADMINISTRATION - none
- B. BUSINESS/FINANCE - none

6. UNFINISHED BUSINESS

A. TRUSTEE VACANCY – Maureen Sypkens made a motion to APPOINT SHIRLEY WACHOWSKI AS LIBRARY TRUSTEE. Gloria Whitaker seconded the motion. The motion carried by voice vote.

B. VILLAGE AND LIBRARY JOINT BUILDING PROJECT – Doug Losey is contacting Library consultants to evaluate the feasibility of using the space at the Village Hall for Library purposes.

C. FINAL VACATION ACCRUAL – Donna Kassar and Doug Losey will meet Thursday, February 21, 2019, to finalize vacation accrual payout amounts. A special meeting will be called Friday, February 22, 2019, at 2pm, to authorize the payouts.

7. NEW BUSINESS

A. PATRON BAN – After giving Mr Joseph Taglia many warnings about appropriate library conduct that he ignored, it was decided that he should be banned from the library.

Gloria Whitaker made a motion to BAN JOSEPH TAGLIA FROM THE HILLSIDE LIBRARY PREMISES FOR A PERIOD OF ONE YEAR.

The motion was seconded by Bill Spain and carried by voice vote.

8. ANNOUNCEMENTS - none

9. REMINDERS- The next meeting is March 20, 2019

10. ADJOURNMENT – Donna Kassar made a motion to adjourn the meeting at 8:30. Maureen Sypkens seconded the motion. The motion carried by voice vote.