

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – January 15, 2020

MINUTES

1. CALL TO ORDER 7:07 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: Maureen Sypkens, Bill Spain, Donna Kassar, Mary Wajda.
GUEST: Dan Berg

3. The Auditor Dan Berg from Sikich presented the FY2019-2020 Audit to the Board. This is our first year using Sikich as our auditors. He explained the differences in reporting for some items in the audit.

4. APPROVAL OF MINUTES – REGULAR MEETING –Maureen Sypkens made a motion to ACCEPT THE MINUTES FROM November 20, 2019. Donna Kassar seconded the motion. The motion carried by voice vote.

5. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER - Bill Spain presented the Treasurer's Report and Financial Statements for November and December 2019. The review of the Resolutions dated November 30 and December 31, 2019, covering expenses for the months of November and December 2019 filed under a separate cover for audit in the Hillside Public Library was presented.

The Board of Trustees finalized the monthly Treasurer's report by signing all checks as listed in the November and December 2019 Resolutions and summarized below.

Motion made by Mary Wajda to APPROVE THE FINANCIAL STATEMENTS AND TREASURER'S REPORTS AND PAY ALL BILLS IN THE RESOLUTION FOR NOVEMBER AND DECEMBER 2019.

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

**BOARD MEETING
January 15, 2020**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF December 31, 2019

GENERAL EXPENSES	\$	42,373.88
PAYROLL EXPENSES	\$	42,604.53
BANK FEES; MAINTENANCE FEE	\$	254.03
CHARGE CARDS FEE	\$	57.64
<u>TOTAL EXPENDITURES</u>		\$ 85,290.08

RECEIPTS AS OF January 15, 2020

FINES, FEES & MISC. INCOME	\$	1,252.34
GIFTS	\$	
INTEREST INCOME	\$	1,972.53
Interest on taxes	\$	1.75
Illinois Funds Reinvest	\$	443.81
Board Account	\$	1,526.97
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	1,070.17
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	300.00
Friends of the Library	\$	553.50
Refund on books returned to distributor		
<u>TOTAL RECEIPTS</u>		\$ 5,148.54

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
1) Transfer	\$ 73,742.33
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
ACTIVITY: 1) Transfer	\$ 440.39
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
ACTIVITY: 1) Transfer	\$ 48,719.06
2) Deposit	
3) Other	
BANK: Payroll Account to Expense Account	
ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

6. ADMINISTRATIVE LIBRARIAN REPORT

- i. PATRON INCIDENT – There was a patron incident today, January 15, 2020. Director Losey called the Hillside Police who escorted the patron from the library. At the February meeting the Library Board will deal with the incident. No action taken today.
- ii. SWAN SOFTWARE UPGRADE – On January 15, 2020, SWAN will be doing a major software upgrade. It is not expected to disrupt services. The main visible difference for patrons will be the total price/value of checked out items will be printed on their receipt.
- iii. CHANGES TO STATE LAWS January 1, 2020 –
Anti-harassment policies must be revised to comply with new laws.
Any single occupancy restrooms must be gender neutral. Director Losey has changed the signs on the restrooms.
Minimum wage law updates requires employers keep accurate records of each employee. The library is currently following this policy.
VESSA Act now protect victims of “gender violence.”
Sexual harassment now includes harassment from anybody, not just other employees. Requires sexual harassment training for employees. This will be addressed at the employee in-service if not before.
Cannabis Act –employers can prohibit employees from working under the influence of cannabis or possessing/using cannabis in the workplace.
- iv. LIBRARY INSURANCE – as of January 1, 2020, Director Losey updated our insurance. The board discussed the need for Cyber Risk Coverage – including equipment damage, accessing patron records, network and information security, communications, media, regulatory defense, security breach, electronic data restoration, computer funds fraud, business interruption. etc. The cost for coverage is \$2486 for \$1Million of coverage (with \$5000 deductible).
Maureen Sypkens made a motion to ADD CYBER RISK POLICY TO OUR INSURANCE COVERAGE. Bill Spain seconded the motion. The motion carried by voice vote.
- v. TAX APPEALS – The library received the annual tax appeal from Target. Every year, Target appeals tax rates for every store in the country. For us, the amount we would lose is a few hundred dollars. It would cost thousands for the lawyer to appeal. The Board decided it was not worth it to appeal.
- vi. STAFF CHANGES – Maura Terrado will be working part-time. She will still be doing the same basic job. Director Losey is evaluating the staffing needs once the library moves to the new building to determine if there is a need for an additional librarian.
- vii. PER CAPITA GRANT – The Per Capita Grant application and expense report for the 2018 grant has been submitted and accepted. The grant will be used in the areas for Young Adults and Spanish speakers. The grant was written to be adaptable to the needs of our new space.

- viii. ILA ANNUAL LEGISLATIVE MEET-UP – The ILS Legislative Meet-Ups give the Illinois library community a chance to hear from and meet with state lawmakers and discuss the issues affecting libraries. The legislative meet up for our area is Monday February 3rd from 11:30-2pm at the Chicago Oakbrook Marriott. Director Losey is planning to attend. Libraries have been receiving more in funding in recent years due to lobbying efforts like this.

7. UNFINISHED BUSINESS –

- a. Trustee Vacancy - There is still an open trustee position on the Board.
- b. The Village and Library Joint Building Project and IGA - The architect wants to make some decisions on shelving and furniture. This will need to wait until the IGA for Construction is finalized. Our lawyer is in contact with the Village concerning the IGA. We need to have a formalized agreement on construction in order to know what responsibilities we have. Currently, the construction crew is still working on the abatement portion, cleaning the building from asbestos, lead and mold, and making it water tight.

8. NEW BUSINESS

- a. 2020 Holiday Days Closed Schedule - The holiday schedule was presented. The schedule is similar to previous years with the exception that we will now be closed on Friday, July 3 and Saturday, July 4.
- b. Policy Changes Required by New Laws for 2020 –
 - i. The Victims Economic Security and Safety Act needed to be update. Director Losey updated the policy to include gender violence in addition to domestic and sexual violence in the policy. The majority of the policy remained intact. Employees need to sign that they have received this policy. Director Losey will be compiling, reviewing and updating all the library policies with the full time staff over the next year.

Donna Kassar made a motion to approve the VICTIM ECONOMIC SECURITY AND SAFETY ACT. Bill Spain seconded it. The motion carried by voice vote.

- ii. Gender neutral restrooms law was updated. The bathroom signs and keys were changed.
- iii. The Sexual Harassment Policy in the handbook was updated to reflect the HR Source model policy. Sexual harassment among board members was addressed as well. Sexual harassment of patrons toward staff is also addressed. Staff needs to file complaints when the behavior took place not wait until later. Inappropriate jokes, comments, touching, behavior needs to be recognized and reported.

Maureen Sypkens made a motion to UPDATE THE ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY in the

Employee Handbook. Mary Wajda seconded the motion. The motion carried by voice vote.

- iv. The Disciplinary Steps in the Handbook were modified. The Third offense was changed to suspension or final written warning and a Fourth offense step of termination was added.
Bill Spain made a motion to UPDATE THE DISCIPLINARY STEPS for the Handbook. Mary Wajda seconded it. The motion carried by voice vote.
- v. The Illinois General Assembly enacted a Local Government Travel Expense Control Act. We will keep our policy to reimburse based on the General Services Administration policy. This was approved by HR Source. The Board may need to approve these expenses. Director Losey will further investigate this policy.

Mary Wajda made a MOTION TO ACCEPT THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL POLICY. Bill Spain seconded it. The motion passed by voice vote.

- vi. We do not need to update our drug and alcohol policy for cannabis. Our current policy is sufficient.

- c. Annual Time Capsule Reminder and Relocation. – The Time Capsule is due to be opened in 2025. The Board discussed the possible need to move the time capsule once the Library moves into the new building. This will depend upon what the Village decides to do with the current library building.

9. REMINDER - The next meeting is February 19, 2020.

10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:35 PM. Bill Spain seconded it. The motion carried by voice vote.