

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – September 16, 2020

MINUTES

1. CALL TO ORDER: 7:05 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 via Zoom: Maureen Sypkens, Mary Wajda, Donna Kassar Gloria Whitaker, Shirley Wachowski, Bill Spain
3. APPROVAL OF MINUTES - Gloria Whitaker moved to accept the minutes from the meeting on July 15, 2020. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain – Aye
4. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER - Bill Spain presented the August 19 and September 16, 2020 Treasurer's Reports and the Financial Statements for July 31 and August 31, 2020.

**BOARD MEETING
September 16, 2020**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF AUGUST 31, 2020

GENERAL EXPENSES	\$	9,380.21
PAYROLL EXPENSES	\$	47,671.71
BANK FEES; MAINTENANCE FEE	\$	161.83
CHARGE CARDS FEE	\$	129.99
<u>TOTAL EXPENDITURES</u>	\$	57,343.74

RECEIPTS AS OF SEPTEMBER 16, 2020

FINES, FEES & MISC. INCOME	\$	240.66
PER CAPITA GRANT	\$	10,196.25
INTEREST INCOME		
Interest on taxes	\$	5.69
Illinois Funds Reinvest Board Account	\$	444.55
	\$	142.61
TAXES PRIOR YEARS	\$	105.55
TAXES CURRENT	\$	311,651.30
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	322,786.61

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
1) Transfer	\$ 36,695.07
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
1) Transfer	\$ 291,406.05
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
1) Transfer	\$ 50,594.24
2) Deposit	
3) Other	
BANK: Payroll Account to Expense Account	
ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

Maureen Sypkens made a motion to accept the Treasurer's Reports for August 19 and September 16, 2020, and the Financial Statements for July 31 and August 31, 2020. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Mary Wajda - Aye, Donna Kassar - Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain - Aye

5. EXECUTIVE SESSION – Donna Kassar made a motion to stay in open session to discuss patron issue. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain – Aye

Patron Joseph Taglia was barred from the Hillside Library one and a half years ago. The reasons for the ban include racial slurs and violence. He has also had incidents at other libraries. He would like to be allowed to return to the library. The Board decided to give Mr. Taglia a chance to explain his situation to the board. A meeting will be arranged.

6. DIRECTOR’S REPORT

- a. MONTHLY STATISTICS are down by 40-60%. Media on Demand has seen an increase.
- b. SWAN/RAILS – Rails has resumed delivery to member libraries. They have also increased the quarantine period to seven days based on research conducted by REALM. This will require a change in workflows and holds. SWAN has completed the integration of 3 additional libraries, Glenside, Roselle, and Warrenville. SWAN is also working on a new discovery software for use by the public in finding and placing holds on items that will optimize the patron experience. The product is called Aspen and they are testing it at a few libraries.
- c. TELEPHONE SYSTEM UPGRADE – the library is updating its telephone system to a Voice Over IP phone system. The new system will enhance employees’ ability to work remotely. The broadband capacity will also be upgraded to 200 Mbs. There will be an annual savings of \$1109.
- d. PATRON INCIDENT – a patron made a complaint regarding our policy of allowing patrons only 30 minutes per day in the library in this phase of reopening. Doug Losey explained the reasons behind the policy and the patron said she would present her case to the board. She did not appear at the meeting.

The next phase of reopening will allow for additional seating. We have increased the WiFi signal in order to allow more people to use the WiFi from the parking lot.

- e. LIBRARY SUMMER READING PROGRAM – the Library presented a virtual Summer Reading Program. 9 children signed up for the program and 2 kids completed the program. 25 adults registered and 16 completed the program.
- f. PER CAPITA GRANT – We received our Per Capita Grant check. We have until December 31, 2021 to spend the funds.
- g. REOPENING – the Library will reopen on October 5, for the hours 11-7 Monday – Friday and 9-5 on Saturdays. We will continue curbside service. 3 people will be allowed in the computer area at a time. There will be an online or phone call

reservation process for using the computers.

- h. APRIL ELECTION – Mayor Tamburino is up for reelection and has a challenger. We need to finalize the IGA before the election.
 - i. ANNUAL AUDIT – Sikich has completed the annual audit.
 - j. REPUBLIC BANK – has increased our collateral letter to cover our deposits. Republic’s interest rate is 0.5%. We may need to discuss moving some money from IL Funds to another bank.
7. REMINDER - The next meeting will be on October 21, 2020.
8. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:23 pm. Bill Spain seconded the motion. The motion carried by voice vote.