

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – March 17, 2021

MINUTES

1. CALL TO ORDER: 7:00 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: Mary Wajda, Donna Kassar, Bill Spain, Maureen Sypkens, Shirley Wachowski, Mohyeddin Kassar
3. APPROVAL OF MINUTES – Mary Wajda moved to accept the minutes from the meeting on February 17, 2021. Donna Kassar seconded. Motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda-Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Mohyeddin Kassar - Aye
4. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER’S – Bill Spain presented the Financial Statement for February 28, 2021, and the Treasurer’s Reports from February 17, and March 17, 2021.

BOARD MEETING
March 17, 2021

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF FEBRUARY 28, 2021

GENERAL EXPENSES	17,935.94
PAYROLL EXPENSES	51,002.94
BANK FEES; MAINTENANCE FEE CHARGE CARDS FEE	49.99
<u>TOTAL EXPENDITURES</u>	68,988.87

RECEIPTS AS OF MARCH 17, 2021

FINES, FEES & MISC. INCOME			323.75
PER CAPITA GRANT			
INTEREST INCOME	Interest on taxes	\$	141.96
	Republic Bank	\$ 80.10	
	Illinois Funds Reinvest	\$ 61.86	
TAXES PRIOR YEARS			5,347.02
TAXES CURRENT			144,660.64
TAXES DEFERRED			
CORPORATE REPLACEMENT TAXES			
OTHER			
<u>TOTAL RECEIPTS</u>			150,473.37

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer \$ 35,132.47

2) Deposit

3) Other

BANK: Expense Account to Savings Account

1) Transfer \$ 110,184.70

2) Deposit

3) Other

BANK: Expense Account to Payroll Account

1) Transfer \$ 43,823.61

2) Deposit

3) Other

BANK: Payroll Account to Expense Account

ACTIVITY: 1) Transfer \$

2) Deposit

3) Other

Mary Wajda moved to accept the Financial Statement for February 28, 2021, and the Treasurer's Reports from February 17, 2021, and March 17, 2021. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Mohyeddin Kassar - Aye

5. DIRECTOR'S REPORT

- a. Director Losey presented different frames for the resolution for Gloria Whitaker.
- b. SWAN passed their budget at the quarterly meeting. Our membership fees increased by \$684/year (a small increase). The new catalog has many different features including allowing staff to help patrons with online holds and account issues. 5 libraries opted out of EBSCO purchase. \$400 discount for our EBSCO fee.
SWAN Library Use Policy approved by the board specifies what is the responsibility of SWAN vs individual libraries regarding the security of data, especially patron records.
- c. MEDIA on DEMAND – the cost is \$1200 per year. We saw an increase of checkouts to 25 e-magazines. The new Easy to use. Good growth from usual 2 per month.
- d. PER CAPITA GRANT – Director Losey completed the per capita grant. The requirements for this year include an evaluation of different goals for IL library standards. The Library Director and the Board of Trustees must review the entirety of Serving Our Public 4.0 Standards for Illinois Public Libraries. The Board will need to update the by-laws and develop a strategic plan. Director Losey is planning to use the grant funds to complete a community survey and a Long-Range Strategic Plan in summer/early fall when it is safe to meet again. The plan will cover a 3-5-year period.
- e. ILLINET Report – The ILLINET Report tracks the number of interlibrary loans received (2,431) and loaned out (11,217). Most small libraries lend more than they receive. Completion of this report is necessary before completing the library certification.
- f. LIBRARY CERTIFICATION - The Library Certification is also finished putting us in compliance with Illinois statutes and administrative rules. The completion of these reports clears the way to apply/receive grants, etc.
- g. LETTER TO REPRESENTATIVE WELCH - Director Losey sent a letter telling him that many of our patrons do not have internet access at home and come into the library for online access. However, library staff is not considered essential workers. Director Losey asked Representative Welch for help to get the staff vaccinated so we can fully open the library.

6. UNFINISHED BUSINESS

- a. TRUSTEE VACANCY - We are still looking to fill open positions. The consolidated election is on April 6.

7. NEW BUSINESS

- a. COVID-19 POLICIES AND PROCEDURES
 - i. COVID-19 VACCINATION – We will encourage employees to get the vaccine when eligible, but not require vaccination. We will be flexible with time off to receive vaccines and for recovery time.

- b. PATRON SUSPENSION POLICY – Maureen Sypkens made a motion to ACCEPT THE PATRON SUSPENSION POLICY. Bill Spain seconded it. The motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Mohyeddin Kassar – Aye
 - c. LIBRARY HOURS & SERVICES – Our goal is to open up to 85% capacity of chairs and 9 computers by May 1.
 - d. PRELIMINARY BUDGET – Director Losey presented a preliminary budget. The final budget will be presented in April.
8. ANNOUNCEMENTS
- a. John Flood, Village Treasurer, has retired.
 - b. Russ Wajda gave Director Losey IMRF rate from the Village for our budget. He is also working on the Intergovernmental Agreement.
9. REMINDERS – Next Meeting will be on April 21, 2021, on Zoom
10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn at 8:00 pm. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Mohyeddin Kassar - Aye