

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – May 19, 2021

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 via Zoom: Maureen Sypkens, Donna Kassar, Bill Spain, Shirley Wachowski, Mohyeddin Kassar, Fred Barge
3. APPROVAL OF MINUTES – Bill Spain moved to accept the minutes from the meeting on April 21, 2021. Shirley Wachowski seconded. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye
4. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER'S – Bill Spain presented the Financial Statement for April 30, 2021, and the Treasurer's Report from May 18, 2021.

**BOARD MEETING
May 19, 2021**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF April 30, 2021

<u>GENERAL EXPENSES</u>	\$	25,933.94
<u>PAYROLL EXPENSES</u>	\$	49,932.28
BANK FEES; MAINTENANCE FEE	\$	51.40
CHARGE CARDS FEE	\$	35.95
<u>TOTAL EXPENDITURES</u>	\$	75,953.57

RECEIPTS AS OF May 18, 2021

<u>FINES, FEES & MISC. INCOME</u>	\$	604.30
<u>PER CAPITA GRANT</u>	\$	
INTEREST INCOME		152.81
Interest on taxes	\$ 7.14	
Republic Bank	\$ 110.67	\$
Illinois Funds Reinvest	\$ 35.00	\$
<u>TAXES PRIOR YEARS</u>	\$	
<u>TAXES CURRENT</u>	\$	3,185.13
<u>TAXES DEFERRED</u>	\$	57,830.78
<u>CORPORATE REPLACEMENT TAXES</u>	\$	30,991.74
<u>OTHER</u>	\$	
<u>TOTAL RECEIPTS</u>	\$	92,764.76

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer	\$ 35,889.53	
2) Deposit		
3) Other		

BANK: Expense Account to Savings Account

1) Transfer	\$ 32,545.14	
2) Deposit		
3) Other		

BANK: Expense Account to Payroll Account

1) Transfer	\$ 48,169.50	
2) Deposit		
3) Other		

BANK: Payroll Account to Expense Account

ACTIVITY: 1) Transfer	\$	
2) Deposit		
3) Other		

Maureen Sypkens moved to accept the Financial Statement for April 30, 2021, and the Treasurer's Report from May 18, 2021. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye

5. OATH OF OFFICE FOR NEWLY APPOINTED TRUSTEE – Donna Kassar administered Oath of Office for Newly Appointed Trustee to Mohyeddin Kassar.
6. ADJOURNMENT OF THE MEETING OF THE LIBRARY BOARD *sine die*. – Maureen Sypkens moved to adjourn the Meeting of the Library Board and Seat the President (Maureen Sypkens) and Secretary (Donna Kassar) Pro Tempore. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye
7. CALL TO ORDER OF THE NEW BOARD – Donna Kassar, Secretary Pro Tem called the meeting to order at 7:28 pm. Maureen Sykens seconded the motion.
8. ROLL CALL: Maureen Sypkens, Donna Kassar, Bill Spain, Shirley Wachowski, Mohyeddin Kassar, Fred Barge
9. ELECTION OF BOARD OFFICERS – Maureen Sypkens made a motion to ELECT THE FOLLOWING SLATE OF OFFICERS:
 - a. PRESIDENT – Maureen Sypkens
 - b. VICE PRESIDENT – Shirley Wachowski
 - c. SECRETARY – Donna Kassar
 - d. TREASURER – Bill Spain

Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye
10. APPOINTMENT OF COMMITTEES – The Board decided to appoint the committees as needed.
11. DIRECTOR'S REPORT
 - a. SWAN/RAILS NEWS – SWAN is transitioning away from Pandemic policies. This is expected to be completed by July 1, 2021.
 - b. PERSONAL PROPERTY REPLACEMENT TAXES – We have received our Personal Property Replacement Taxes from the Village in the amount of \$30,991.74. This money comes from corporations and public utilities.

- c. PER CAPITA GRANT INCREASES – There is a bill in the Illinois Legislature that would codify the increases to the Per Capita Grant. It is expected to pass and become law.
- d. JUNETEENTH HOLIDAY – The Illinois House and Senate have both approved bills that would make Juneteenth an official holiday in Illinois. It is expected to be signed by the governor. It will be a library holiday as well.
- e. AUDIT STATUS – The audit will begin the week of July 26, 2021.
- f. CIRCULATION STATISTICS FOR 2020-21 – Circulation was down in the past year due to service interruptions. Interlibrary Loans have increased.

12. UNFINISHED BUSINESS

- a. Building – Russ Wajda is officially retired. Director Losey is trying to get more information about the plans for the move to the new space.

13. NEW BUSINESS

- a. Resolution for Mary Wajda – Maureen Sypkens made a motion to ACCEPT THE COMMENDATION OF MARY WAJDA AND HER SERVICES AS LIBRARY TRUSTEE. Donna Kassar seconded it. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye
- b. COVID-19 POLICIES AND PROCEDURES
 - i. Re-opening Library under State Bridge Phase and Phase 5 - Information from the State indicates that if an entity allows vaccinated individuals to enter the business without masks it needs to keep records for contact tracing. On June 11, the State is expected to return to pre-COVID standards with necessary health precautions to be made permanent. This requires further clarification.
 - ii. Director Losey discussed this information with employees. The plan is to allow more patrons into the building as of July 6. Also, we will make more seating available and allow 2 people per table. Staff/patrons will still need to wear masks because there are children in the building who are not able to be vaccinated yet. The goal is to return to 90% of pre-COVID services by July and 95% by September. 10 out of 14 employees are fully vaccinated. There are air purifiers in both of the back rooms. We will continue to keep meeting rooms closed for the summer. Curbside service will continue as it hasn't been a burden on staff and patrons who use it.
 - iii. The staff will use the summer to get the library back in order, update computers, software, digital signage, etc.
 - iv. Library Hours – Normally, there are very few patrons who use the library after 8 pm. We are currently evaluating the possibility of changing hours to 9 am-8 pm and whether to open on Sundays starting in the Fall.
 - v. Trustee Replacement – we still need one new board member.

14. REMINDERS – Next Meeting will be on June 16, 2021

15. ADJOURNMENT – Maureen Sypkens made a motion to adjourn at 7:50 pm. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Fred Barge – Aye, Mohyeddin Kassar – Aye