

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – June 17, 2020

MINUTES

1. CALL TO ORDER 7:01 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.com – Present: Maureen Sypkens, Donna Kassar, Mary Wajda, Gloria Whitaker, Bill Spain.

3. APPROVAL OF MINUTES – Mary Wajda made a motion to APPROVE THE MINUTES from the May 20, 2020 meeting. Gloria Whitaker seconded it. Motion carried by voice vote.

4. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER - Bill Spain presented the Treasurer's Report and Financial Statement for May 2020. The review of the Resolutions dated May 31, 2020, covering expenses for the month of May 2020 filed under a separate cover for audit in the Hillside Public Library was presented.

Motion made by Mary Wajda to APPROVE THE FINANCIAL STATEMENT AND PAY ALL BILLS IN THE RESOLUTION FOR MAY 2020. Discrepancies with the Treasurer's report will be addressed and reviewed in the July meeting.

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

5. DIRECTOR'S REPORT –

- a. **NEXT PHASE OF REOPENING** - Director Losey attended the Hillside Chamber of Commerce Meeting on June 16. The Village has lost approximately \$600,000 in sales tax, gaming taxes and red light camera income. Also, higher payroll due to over time and paramedics. The Village has enough in reserves to cover their losses. Some businesses will be reopening with patio service. The Village has until the end of July to pass their budget. Their Capital Projects plans should be able to go forward. The state sold bonds for the projects in February so the Village should be able to get the money for the renovations.

- b. **SWAN/RAILS** – Delivery service will resume with first deliveries on June 18 and June 25. They will start by returning items to their owning libraries. Full delivery will begin on June 29 for libraries following RAILS procedures. SWAN is adding 3 new libraries – Glenside, Roselle and Warrenville. Hillside is now processing new items ordered and now received.
- c. **CURBSIDE SERVICE AVAILABLE TO THE PUBLIC** – Curbside service began on June 8. Patrons can reserve items online or by calling the library and scheduling a pickup time.
- d. **LIBRARY FINE FREE POLICY** – During pandemic all libraries are fine free. Nothing is due before June 10. We have changed loan periods for some items (new DVDs). We will consider keeping fine free permanently at the July meeting. Fine Free policy has the following limits:
 - i. No fines for material checked out at your library.
 - ii. Library cards blocked when an item is 14 days overdue.
 - iii. All overdue items are automatically billed at 42 days overdue.
- e. **LIBRARY SUMMER READING PROGRAM** – Summer reading will be virtual using a program called Beanstack.

6. UNFINISHED BUSINESS

- a. **LIBRARY SERVICES RE-OPENING** –
 - i. Re-opening Plan Phases – Goal of July 6 to reopen to the public depending on the State’s progress. First services to open will be copy/fax/notary services, lending materials. Computers would be the last to open. Doug Losey is monitoring surrounding communities’ confirmed cases. Surrounding towns have much higher rates than Hillside. SWAN restricts checking out materials to library patrons only.
 - ii. Building adjustments – The library is adding partitions/barriers for different areas of the library. We will limit the number of patrons allowed into the building which will be based on building size and number of staff present. Staff will be social distancing as well. The AC is circulating the air in the building well.

7. NEW BUSINESS

- a. **NON-RESIDENT CARD AND CALCULATION OF NEW RATE** – Bill Spain made a motion to **SET THE NON-RESIDENT FEE FOR A LIBRARY CARD AT \$411 PER FAMILY**. Mary Wajda seconded it. The motion carried by voice vote.
- b. **PREVAILING WAGE** – The state amended the prevailing wage rate last year so we no longer need to pass the Prevailing Wage Act every year. We will need to follow the guidelines of the act.

- c. RESOLUTION FOR TRANSFER OF INTEREST SURPLUS - Mary Wajda made a motion to TRANSFER SURPLUS INTEREST EARNED FROM THE UNEMPLOYMENT COMPESATION FUND, THE LIABILITY INSURANCE FUND AND THE WORKMAN'S COMPENSATION FUND TO THE GENERAL OPERATING FUND TO BE USED FOR OTHER GOVERNMENTAL PURPOSES. Gloria Whitaker seconded the motion. The motion carried by roll call vote: Donna Kassar - Aye, Mary Wajda - Aye, Bill Spain – Aye, Maureen Sypkens - Aye, Gloria Whitaker – Aye
 - d. PER CAPITA GRANT – The Library received the Per Capita Grant funds of \$10,196.25. The State legislature increased the per resident percentage for next year from 1.25% to 1.475%. Next year the grant will be \$12,031.
8. REMINDER - The next meeting is July 15, 2020, via Zoom.
 9. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:03 PM. Bill Spain seconded it. The motion carried by voice vote.