

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – November 18, 2020

MINUTES

1. CALL TO ORDER: 7:15 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 (7:21) Absent: Gloria Whitaker
3. APPROVAL OF MINUTES – Maureen Sypkens moved to accept the minutes from the meeting on October 21, 2020. Bill Spain seconded. Motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda-Aye, Donna Kassar-Aye, Bill Spain-Aye
4. REPORTS OF OFFICERS
  - a. PRESIDENT – none
  - b. SECRETARY – none
  - c. TREASURER'S – Bill Spain presented the November 18, 2020, Treasurer's Report and the Financial Statement for October 31, 2020. Bill noted an error in the total on the Treasurer's Report. Maureen Sypkens moved to accept treasurer's report (with correction). 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

**BOARD MEETING  
November 18, 2020**

**TREASURER'S REPORT**

**1. Review of Bills and Financial Accounting:**

**EXPENDITURES AS OF OCTOBER 31, 2020**

<u>GENERAL EXPENSES</u>	\$	27,576.61
<u>PAYROLL EXPENSES</u>	\$	47,051.21
BANK FEES; MAINTENANCE FEE	\$	29.04
CHARGE CARDS FEE	\$	6.29
<u>TOTAL EXPENDITURES</u>	\$	74,663.15

**RECEIPTS AS OF NOVEMBER 18, 2020**

<u>FINES, FEES &amp; MISC. INCOME</u>	\$	457.00
<u>PER CAPITA GRANT</u>	\$	
INTEREST INCOME		395.85
Interest on taxes	\$ 3.65	
Republic Bank	\$ 303.84	
Illinois Funds Reinvest	\$ 88.36	
<u>TAXES PRIOR YEARS</u>	\$	
<u>TAXES CURRENT</u>	\$	66,422.48
<u>TAXES DEFERRED</u>	\$	
<u>CORPORATE REPLACEMENT TAXES</u>	\$	
OTHER		925.99
Railroad General Refunds		372.05
Swan Resource sharing		
<u>TOTAL RECEIPTS</u>	\$	68,201.32

**2. Ratification and Confirmation of Investments:**

<u>BANK: Savings Account to Expense Account</u>	
1) Transfer	\$ 30,360.07
2) Deposit	
3) Other	
<u>BANK: Expense Account to Savings Account</u>	
1) Transfer	\$
2) Deposit	
3) Other	
<u>BANK: Expense Account to Payroll Account</u>	
1) Transfer	\$ 47,281.30
2) Deposit	
3) Other	
<u>BANK: Payroll Account to Expense Account</u>	
ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

## 5. DIRECTOR'S REPORT

- a. SWAN/RAILS – State of Illinois is moving to Tier 3. Research has found transmission person to person not material to person. Library has not yet reached capacity occupancy; photocopiers/printers main reason for coming in to library. RAILS/SWAN gave instructions on what to do if we make changes to current status (open/curbside/shutdown etc.) RAILS will continue delivery service. Many libraries are returning to curbside service.
- b. TELEPHONE SYSTEM UPGRADE – Telephone system moving along. Some staff members have been trained on operating system. It is now possible to set up multiple recordings that can be programmed remotely (ex. if we go to curbside only). The training also included how to use app on a personal cell phone, so the caller ID shows the number as Hillside Library. Director Losey now has a direct number.
- c. PPE FOR PUBLIC LIBRARIES GRANT – Director Losey applied for and received State grant of \$500 to reimburse for PPE partitions, etc.
- d. CHILDREN'S AREA PRINTER – Children's area printer replaced with laser jet printer. It has been installed and is working. Director Losey is replacing technology while we are in low operating mode to avoid interruption of services. There is a 1-2 month backlog on receiving new equipment from the manufacturers.

## 6. UNFINISHED BUSINESS

- a. TRUSTEE VACANCY – Maura/Kathy prepared a list of patrons that may be interested in becoming a trustee. Bill Spain is preparing his paperwork for the upcoming election. We are currently short 2 Board members.
- b. LIBRARY SERVICES – Governor set Tier 3 mitigation for 1-2 weeks, hoping for better numbers. The Board discussed different strategies. Board decided going to Curbside pickup only and continuing to pay staff during the closure. Bill Spain made a motion to RETURN TO CURBSIDE ONLY SERVICE. 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

## 7. NEW BUSINESS

- a. ANNUAL BOARD GATHERING – The Board will wait until January to see if the situation improves before scheduling a gathering.
- b. STAFF HOLIDAY RECOGNITION – Director Losey presented the Holiday Bonus schedule for the staff. Bill Spain motioned to APPROVE THE STAFF

HOLIDAY RECOGNITION BONUSES. 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

8. REMINDERS – Next Meeting will be January 20, 2021
9. ADJOURNMENT – Bill Spain made a motion to adjourn. Maureen Sypkens seconded the motion. The meeting ended at 8:14 pm.