

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – May 20, 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.com – Present: Maureen Sypkens, Donna Kassar, Mary Wajda, Gloria Whitaker, Bill Spain. Shirley Wachowski joined via Zoom.com at 7:25 pm.

3. APPROVAL OF MINUTES – Mary Wajda made a motion to APPROVE THE MINUTES from the April 15, 2020 meeting. Gloria Whitaker seconded it. Motion carried by voice vote. Shirley Wachowski was not present.

4. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER - Bill Spain presented the Treasurer's Report and Financial Statement for April 2020. The review of the Resolutions dated April 30, 2020, covering expenses for the month of April 2020 filed under a separate cover for audit in the Hillside Public Library was presented.

Motion made by Maureen Sypkens to APPROVE THE FINANCIAL STATEMENT AND TREASURER'S REPORT AND PAY ALL BILLS IN THE RESOLUTION FOR APRIL 2020.

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

**BOARD MEETING  
June 17, 2020**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF MAY 31, 2020**

|                            |    |           |
|----------------------------|----|-----------|
| GENERAL EXPENSES           | \$ |           |
| PAYROLL EXPENSES           | \$ | 24,982.53 |
| BANK FEES; MAINTENANCE FEE | \$ | 215.04    |
| CHARGE CARDS FEE           | \$ | 55.17     |
| <u>TOTAL EXPENDITURES</u>  | \$ | 25,252.74 |

**RECEIPTS AS OF JUNE 17, 2020**

|                             |    |          |
|-----------------------------|----|----------|
| FINES, FEES & MISC. INCOME  | \$ |          |
| GIFTS                       | \$ |          |
| INTEREST INCOME             | \$ | 1,158.94 |
| Interest on taxes           | \$ |          |
| Illinois Funds Reinvest     | \$ | 656.61   |
| Board Account               | \$ | 502.33   |
| TAXES PRIOR YEARS           | \$ | 1,411.35 |
| TAXES CURRENT               | \$ | 4,448.69 |
| TAXES DEFERRED              | \$ |          |
| CORPORATE REPLACEMENT TAXES | \$ |          |
| OTHER                       | \$ |          |
| LIMRICC Dividend            | \$ |          |
| <u>TOTAL RECEIPTS</u>       | \$ | 7,018.98 |

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

|  |              |
|--|--------------|
| BANK: Savings Account to Expense Account |              |
| 2) Deposit                               | \$ 44,418.21 |
| 3) Other                                 |              |
| BANK: Expense Account to Savings Account |              |
| 2) Deposit                               | \$ 5,860.04  |
| 3) Other                                 |              |
| BANK: Expense Account to Payroll Account |              |
| 2) Deposit                               | \$ 47,099.55 |
| 3) Other                                 |              |
| BANK: Payroll Account to Expense Account |              |
| ACTIVITY: 1) Transfer                    | \$           |
| 2) Deposit                               |              |
| 3) Other                                 |              |

5. DIRECTOR'S REPORT –

a. **SWAN /RAILS NEWS**

- i. SWAN has created a re-opening plan for libraries. This will be in coordination with their ability to support the actives that libraries will need for curbside pick-up and delivery. SWAN is providing Curbside Communicator from Unique Management to assist the library and patrons to coordinate the pick-up of requested items. Hillside Library will hold returned materials in the large meeting room for a 3-7 day quarantine period. Other reopening procedures were discussed.
  - ii. Short tutorials are provided for SWAN member libraries for training staff in these new responsibilities and work environments, including proper handling of materials and proper use of PPE's. Tutorials include: Preparing for Reopening, Material Quarantine, Curbside Pickup.
  - iii. Reopening procedures will include moving staff desks to give them more space to work, removing chairs for patrons, using chairs with high backs to encourage social distancing, put sanitizer out by DVD selection areas, install barriers around Checkout Counters and staff areas, designate doors for Entry and Exit only. Public computers will be available, but with social distance measures in place.
- b. CHART OF ACCOUNTS - Accountant will track materials more indepth such as streaming services, databases, media on demand, eBooks, etc. in order to track spending and usage relationship.
  - c. OSHA Rules and Guidelines - We will continue to follow OSHA guidelines to keep staff and patrons safe.
  - d. Promoting Library Use during the shelter in place order – Library is preparing informational flyer for residents to outline reopening plan and services available during shutdown. We are working with area libraries to return their materials.
  - e. FINE FREE LIBRARIES – We will continue with Fine Free Library setup through September to minimize handling of money.

6. UNFINISHED BUSINESS

- a. VILLAGE BUILDING PROJECT UPDATE – The Village has completed the abatement in the new building and has done a lot of the demolition. Property taxes may be delayed due to pandemic and tax rates may be affected.

7. Board adjourned to Closed Session at 7:42pm. Board reconvened at 8:00pm.

8. The Board voted to increase the Director's salary by 4%. The Board would like to recognize the outstanding job he has done with both the Pandemic response and the move/responsibilities of the new space.

Director Losey will be handling increases for staff salaries. He will increase staff salaries 2-3% and the minimum wage will be \$11/hour reflecting the minimum wage increase set for January 2021.

9. REMINDER - The next meeting is June 17, 2020.

10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:10 PM. Mary Wajda seconded it. The motion carried by voice vote.