

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – July 15, 2020

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: Maureen Sypkens, Mary Wajda, Donna Kassar Gloria Whitaker, Shirley Wachowski, Bill Spain
3. APPROVAL OF MINUTES - Gloria Whitaker moved to accept the minutes from the meeting on June 17, 2020. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain – Aye
4. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER - Bill Spain presented the June 17, 2020 corrected Treasurer's Report. Payroll for the June report was low. Bill Spain presented the July 15, 2020 Treasurer's Report and the Financial Statement for June 2020.

Mary Wajda made a motion to accept the corrected Treasurer's Report for June 17, 2020, the Treasurer's Report for July 15, 2020, and the Financial Statement for June 2020. Gloria Whitaker seconded the motion.

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

**BOARD MEETING
July 15, 2020**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF JUNE 13, 2020

GENERAL EXPENSES	\$	31,156.64
PAYROLL EXPENSES	\$	50,563.15
BANK FEES; MAINTENANCE FEE	\$	213.18
CHARGE CARDS FEE	\$	54.99
<u>TOTAL EXPENDITURES</u>	\$	81,987.96

RECEIPTS AS OF JULY 15, 2020

FINES, FEES & MISC. INCOME	\$	
GIFTS	\$	
INTEREST INCOME	\$	845.47
Interest on taxes	\$	
Illinois Funds Reinvest	\$	455.60
Board Account	\$	389.87
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	845.47

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer	\$ 88,504.48
2) Deposit	
3) Other	

BANK: Expense Account to Savings Account

1) Transfer	\$
2) Deposit	
3) Other	

BANK: Expense Account to Payroll Account

1) Transfer	\$ 48,788.69
2) Deposit	
3) Other	

BANK: Payroll Account to Expense Account

ACTIVITY:

1) Transfer	\$
2) Deposit	
3) Other	

5. DIRECTOR'S REPORT

- a. SWAN/RAILS - There will be full resource sharing within SWAN by Oct 12, 2020. Patrons can put holds on items at all libraries and the materials will be delivered to their libraries. Based on national studies of COVID virus on paper materials, RAILS revised quarantine process for items returned from patrons to 3 days. No quarantine is necessary for items received in the blue bin.

There is a membership meeting on July 23, 2020 covering policies and procedures with COVID. RAILS delivery will be modified. SWAN holds are returning to normal levels. August 12 is the planned date for full resource sharing for most libraries. SWAN has been working on backdoor/technical issues of reopening and helping libraries with standardizing procedures.

- b. August 3, 2020 – Hillside Library is scheduled for partial reopening. Services such as photocopying, faxing, DVD/Books/other resource check out will be available for patrons. Computers will not be available yet. Director Losey is researching screen sharing options so librarians can assist patrons with computer issues without contact. Office 365 (patrons will have access to full suite), Team (allows virtual contact between remote employees), and Quickbooks can be accessed remotely and assist librarians with their duties.
- c. Building updates – plexiglass shields will be installed in the end of July. DVD table will have sanitation stations. Staff on the floor will have partitions/barriers between them and the public. Signage for social distancing installed.
- d. Field work for the audit will begin on July 27. The accountants will work in the library basement and will be given access to the necessary documents.
- e. Doug Losey presented a COVID Policy for the FMLA Leave Expansion and Emergency Paid Sick Leave Act which formalized our policy through the end of December 2020.

Mary Wajda made a motion to approve the COVID FMLA Policy. Gloria Whitaker seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain – Aye

- f. Reimbursement for data and phone usage for library employees working from home calculated using average prices and number of hours worked at a rate of \$20 for full time employees and \$10 for part time employees per month.

Maureen Sypkens made a motion to approve the Reimbursement for Data and Phone Usage policy. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain – Aye

- g. Telecommunication Policy is an agreement with employees working from home. They will still complete time sheets for record keeping.

7:37-7:45pm meeting interrupted by software malfunction. Mary Wajda was not able to rejoin the meeting.

Maureen Sypkens made a motion to approve the Telecommunications Policy. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain – Aye

- h. Fine Free Policy – Hillside Library is moving to a fine free policy. This addresses social inequity issues by giving everyone equal standing. SWAN will be our consultant for details of the policy. Some of the specifics are: New DVDs will be rented for 1 week and we will make them holdable. We will still keep track of fines so that we can send out notices of overdue materials, but they will not appear on the patron records. Unique will handle material recovery.

Donna Kassar made a motion to approve the Fine Free Policy. Gloria Whitaker seconded the motion. Motion carried by roll call vote: Maureen Sypkens - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Shirley Wachowski - Aye, Bill Spain – Aye

- 6. REMINDER - The next meeting will be on September 16, 2020.
- 7. ADJOURNMENT - Gloria Whitaker made a motion to adjourn the meeting at 7:56 pm. Shirley Wachowski seconded the motion. The motion carried by voice vote.