

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – October 21, 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: Mary Wajda, Donna Kassar, Gloria Whitaker, Bill Spain
Absent: Maureen Sypkens, Shirley Wachowski

3. APPROVAL OF MINUTES – Mary Wajda moved to accept the minutes from the meeting on September 16, 2020. Gloria Whitaker seconded the motion. Motion carried by roll call vote: Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Bill Spain – Aye

4. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER - Bill Spain presented the October 21, 2020, Treasurer's Report and the Financial Statement for September 30, 2020.

Gloria Whitaker made a motion to accept the Treasurer's Reports for October 21, 2020, and the Financial Statement for September 30, 2020. Donna Kassar seconded the motion. Motion carried by roll call vote: Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Bill Spain – Aye

**BOARD MEETING
October 21, 2020**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF September 30, 2020

GENERAL EXPENSES	\$	27,191.50
PAYROLL EXPENSES	\$	46,680.98
BANK FEES; MAINTENANCE FEE	\$	145.90
CHARGE CARDS FEE	\$	35.68
<u>TOTAL EXPENDITURES</u>	\$	74,054.06

RECEIPTS AS OF October 21, 2020

FINES, FEES & MISC. INCOME	\$	291.67
PER CAPITA GRANT	\$	
INTEREST INCOME	\$	465.91
Interest on taxes	\$	
Republic Bank	\$	355.88
Illinois Funds Reinvest	\$	110.03
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	37,216.93
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	37,974.51

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
1) Transfer	\$ 52,178.70
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
1) Transfer	\$ 35,948.22
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
1) Transfer	\$ 47,207.78
2) Deposit	
3) Other	
BANK: Payroll Account to Expense Account	
ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

5. EXECUTIVE SESSION – It was deemed unnecessary to go into Executive Session as the patron did not attend the meeting.
6. DIRECTOR’S REPORT
 - a. SWAN/RAILS – RAILS has a Personal Protective Equipment for Illinois Public Libraries grant available. The grant is for \$500 to reimburse PPE expenditures. Director Losey has applied for the grant. RAILS continues to require a quarantine period of seven days based on research conducted by REALM. REALM is currently conducting COVID viability tests on fabric and upholstery. SWAN has delayed fine accrual for 7 days to match the quarantine period. Patrons can now use Pick Up Anywhere in Enterprise to have their materials sent to a library of their choice.
 - b. TELEPHONE SYSTEM UPGRADE – The phone system has been replaced with a VOIP phone system. Staff can now use their cell phones to access voice mail and answer library calls. Final upgrade issues are being addressed. Staff received training on the new system.
 - c. ACCOUNTING CHANGES - We have finished the switch to QuickBooks online and the Library’s financial data is now stored off site in a secure location. It is now possible to send the accountant library records, bills, and statements electronically and he will no longer need to travel to the library.
 - d. Veronica S. completed her first year of employment at the Library. She has been involved with the online presence of the library. She is now responsible for the Spanish collection. Director Losey completed her review online with her.
 - e. ELECTION DAY CLOSING – A mandate to close government offices for the election on November 3, 2020 was signed this summer. But, due to the ambiguous wording of the mandate, parts of it have been overturned. The Board decided to keep the library open on November 3, 2020.
7. UNFINISHED BUSINESS
 - a. LIBRARY SERVICES – EXPANDED RE-OPENING - The reopening has been going well. More patrons are coming into the building. Computers have 3-5 people per day using them. Librarians are printing documents for patrons who only need computers for printing purposes.
8. NEW BUSINESS
 - a. ANNUAL AUDIT – Copies of the annual audit were distributed to the Board members. The Audit for next year should be completed on schedule.
 - b. LEVY – Bill Spain made a motion to approve the RESOLUTION DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR LIBRARY PURPOSES. Gloria Whitaker seconded the motion. Motion was carried by Roll Call vote: Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Bill Spain – Aye

Bill Spain made a motion to approve the APPROPRIATION DETERMINATION AND DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES FOR FISCAL YEAR 2020-2021. Gloria Whitaker seconded the motion. Motion was carried by Roll Call vote: Mary Wajda - Aye, Donna Kassar – Aye, Gloria Whitaker - Aye, Bill Spain – Aye

- c. TREASURER FOR THE VILLAGE OF HILLSIDE - John Flood is retiring. The new village treasurer is Sandy Lozano. She is in contact with Doug Losey.
9. REMINDER – The next meeting is November 18, 2020
10. ADJOURNMENT – Gloria Whitaker made a motion to adjourn the meeting at 7:38 pm. Bill Spain seconded the motion. The motion carried by voice vote.