

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – April 21, 2021

MINUTES

1. CALL TO ORDER: 7:04 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, Mohyeddin Kassar  
GUEST: Fred Barge
3. APPROVAL OF MINUTES – Mary Wajda moved to accept the minutes from the meeting on March 17, 2021. Bill Spain seconded. Motion carried by roll call vote: Mary Wajda-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye
4. OATH OF OFFICE FOR NEWLY APPOINTED TRUSTEE – will be administered at the May 19, 2021 meeting.
5. REPORTS OF OFFICERS
  - a. PRESIDENT – none
  - b. SECRETARY – none
  - c. TREASURER'S – Bill Spain presented the Financial Statement for March 31, 2021 and the Treasurer's Report from April 21, 2021.

**BOARD MEETING  
April 21, 2021**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF MARCH 31, 2021**

<u>GENERAL EXPENSES</u>	\$	25,495.89
<u>PAYROLL EXPENSES</u>	\$	49,508.72
<u>BANK FEES; MAINTENANCE FEE</u>	\$	
<u>CHARGE CARDS FEE</u>	\$	36.03
<u>TOTAL EXPENDITURES</u>	\$	75,040.64

**RECEIPTS AS OF APRIL 21, 2021**

<u>FINES, FEES &amp; MISC. INCOME</u>	\$	327.95
<u>PER CAPITA GRANT</u>	\$	
<u>INTEREST INCOME</u>		
Interest on taxes	\$	3.92
Republic Bank	\$	109.80
Illinois Funds Reinvest	\$	53.30
<u>TAXES PRIOR YEARS</u>	\$	
<u>TAXES CURRENT</u>	\$	17,131.26
<u>TAXES DEFERRED</u>	\$	418,933.88
<u>CORPORATE REPLACEMENT TAXES</u>	\$	
<u>OTHER</u>	\$	
<u>TOTAL RECEIPTS</u>	\$	436,560.11

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

<u>BANK: Savings Account to Expense Account</u>	
1) Transfer	\$ 33,301.75
2) Deposit	
3) Other	
<u>BANK: Expense Account to Savings Account</u>	
1) Transfer	\$ 365,799.88
2) Deposit	
3) Other	
<u>BANK: Expense Account to Payroll Account</u>	
1) Transfer	\$ 55,881.63
2) Deposit	
3) Other	
<u>BANK: Payroll Account to Expense Account</u>	

- d. Mary Wajda moved to accept the Financial Statement for March 31, 2021, and the Treasurer's Report from April 21, 2021. Donna Kassar seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye

## 6. DIRECTOR'S REPORT

- a. RAILS is deciding how to verify patron identity in order to validate the temporary online library cards that were issued during the pandemic to allow access to online resources while library buildings were closed. The Fine Free for Now program will terminate, and each library can return to standard policy or convert to Fine-Free by September 1, 2021. Full service interlibrary loans have returned.

The replacement of the Phone Notice Dialer which notifies patrons of availability of holds or of overdue items will begin soon. Each library can personalize notices on the new system and will get a statistics report for each library. There will be a cleanup of expired cards in the third quarter of 2021. This was not done last year.

The Aspen Project, an open source discovery platform, will start bringing in cohorts of libraries to go live. Aspen has group records to streamline searches.

As of April 12, 2021, RAILS ended the quarantine requirement for materials that were sent through RAILS. This is based on science that has found there is little transmission via touch.

Read Illinois program - \$1200 per library, it is an additional source to the Media on Demand that we currently have and can give patrons much quicker access to popular materials.

- b. ILLINOIS LAW ON BACKGROUND CHECKS – the new law bans questions about criminal convictions on employment applications. There has to be a substantial link between conviction and the job they are being hired for in order to use conviction records to not hire someone.
- c. HVAC WEBINAR – COVID is communicated as a particle with large droplets that don't travel very far. In room or area hepa filter systems are excellent ways to combat the spread of COVID. We have such filters in the work rooms and break room and in the center part of the library. Bringing in as much outside air as the system is capable of handling and making sure the system operates continuously to circulate the air will break up droplets and keep exposure to a minimum. The installation of filters and/or UV handlers is not very efficient against COVID.
- d. INCREASE COMPUTER AVAILABILITY – May 1, 2021 we will be making more computers available to the public. Patrons can use every other computer and

there will be a one-hour limit that can be extended if no one is waiting.

- e. Staff (except for pages) will be vaccinated by May 1, 2021.
- f. CARDS FOR KIDS ACT – children whose family income falls at or below federal level for school lunches can receive non-resident library cards. This would only affect a small unincorporated area.

Donna Kassar made a motion to add the following statement to the circulation policy: A NON-RESIDENT STUDENT MAY BE ISSUED A CARD WITHOUT PAYMENT OF FEES PURSUANT TO 75 ILCS 5/4-7. STUDENT FOR PURPOSES OF THIS SECTION MEANS AN INDIVIDUAL CURRENTLY ENROLLED IN A PUBLIC OR NON-PROFIT PRIVATE K-12 WHO DOES NOT HAVE HIS OR HER PRINCIPAL RESIDENCE WITHIN A PUBLIC LIBRARY SERVICE AREA. THE STUDENT MUST PRESENT PROOF OF ELIGIBILITY AS REQUIRED BY STATUTE AT THE TIME OF THE APPLICATION OF THIS CARD. Bill Spain seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye

## 7. UNFINISHED BUSINESS

- a. TRUSTEE VACANCY – The Board interviewed Fred Barge for the open trustee vacancy. Bill Spain made a motion to appoint Fred Barge as Library Trustee. Donna Kassar seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye

## 8. NEW BUSINESS

- a. COVID-19 POLICIES AND PROCEDURES
  - i. COVID-19 Vaccination Policy – Bill Spain made a motion to ACCEPT THE COVID-19 VACCINATION POLICY. Mary Wajda seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye
  - ii. ADDITIONAL LIBRARY RE-OPENING PLANS – The goal is for complete reopening by September 1, 2021, based on conditions at the time. The library purchased 2 tents to use for outdoor programs such as the book club and summer reading. Robin has been conducting online bingo games.
- b. RFP FOR STRATEGIC PLAN CONSULTANT – the goal for the Per Capita Grant was to complete a strategic plan. This would build on the Community Assessment Survey that was completed a few years ago and include the new census information. The Strategic Planning process must begin no later than

January 2022, but plans are to begin sooner. Funds must be spent by August 2022.

- c. REVIEW CLOSED SESSION MINUTES – Closed session minutes need to be reviewed every 6 months. There has only been one session recently and we will keep those minutes closed for the time being.
  - d. TRANSFER INTEREST FROM SPECIAL FUNDS TO GENERAL FUND – Bill Spain made a motion to TRANSFER SURPLUS INTEREST FROM SPECIAL FUNDS TO GENERAL FUND. Donna Kassar seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye
  - e. BUDGET 2021-2022 – Bill Spain made a motion to ACCEPT THE 2021-2022 BUDGET. Mary Wajda seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye
  - f. BUILDING AND MAINTENANCE LEVY – Donna Kassar made a motion to APPROVE THE RESOLUTION DETERMINING TO LEVY AN ADDITIONAL TAX OF 0.02% FOR LIBRARY PURPOSES. Bill Spain seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye
9. REMINDERS – Next Meeting will be on May 19, 2021
  10. EXECUTIVE SESSION – The Board went into Executive Session at 8:05pm. The Board returned to regular session at 8:20pm.
  11. ADJOURNMENT – Donna Kassar made a motion to adjourn at 8:25pm. Bill Spain seconded the motion. Motion carried by roll call vote: Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar - Aye