

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – January 20, 2021

MINUTES

1. CALL TO ORDER: 7:03 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
3. APPROVAL OF MINUTES – Maureen Sypkens moved to accept the minutes from the meeting on November 18, 2020. Bill Spain seconded. Motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda-Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski-Aye
4. REPORTS OF OFFICERS
  - a. PRESIDENT – none
  - b. SECRETARY – none
  - c. TREASURER’S – Bill Spain presented January 20, 2021, Treasurer’s Reports from December 16, 2020, and January 2020, 2021, and the Financial Statements for November 30, 2020, and December 31, 2020.

Mary Wajda moved to accept the Treasurer’s reports and financial statements. Donna Kassar 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  
January 20, 2021**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF DECEMBER 31, 2020**

GENERAL EXPENSES	\$	21,734.79
PAYROLL EXPENSES	\$	49,766.63
BANK FEES; MAINTENANCE FEE	\$	
CHARGE CARDS FEE	\$	65.67
		<u>TOTAL EXPENDITURES</u>
	\$	71,567.09

**RECEIPTS AS OF JANUARY, 20, 2021**

FINES, FEES & MISC. INCOME	\$	239.92
PER CAPITA GRANT	\$	
INTEREST INCOME	\$	272.35
Interest on taxes	\$	
Republic Bank	\$	188.74
Illinois Funds Reinvest	\$	83.61
		\$
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
		<u>TOTAL RECEIPTS</u>
	\$	512.27

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

BANK: Savings Account to Expense Account	
1) Transfer	\$105,667.33
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
1) Transfer	\$
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
1) Transfer	\$ 68,584.73
2) Deposit	
3) Other	
BANK: Payroll Account to Expense Account	
ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

## 5. DIRECTOR'S REPORT

- a. SWAN/RAILS – SWAN is reviewing a group purchase for e-content through EBSCO.
- b. MEDIA ON DEMAND – Overdrive is giving the Media On Demand consortia the opportunity to purchase electronic magazines through a group purchase. The magazines are for simultaneous use. The membership did vote to accept this proposal.
- c. STATEMENT OF ECONOMIC INTEREST – The annual statement of economic interest is due by May 1<sup>st</sup>.
- d. LIBRARY INSURANCE RENEWAL – The library's insurance has been renewed with a 5% increase for all policies. We increased coverage for employment practices (due to COVID-19 related costs). We also added coverage for Abuse and Molestation.
- e. PPE FOR PUBLIC LIBRARIES GRANT – Director Losey applied for the State's grant to reimburse libraries for PPE expenses. We have received the \$500 grant and should be reimbursed soon.
- f. OPEN MEETINGS ACT AND FREEDOM OF INFORMATION ACT TRAINING – Director Losey completed the required annual training for the OMA and FOIA officer. These must be completed on an annual basis.
- g. PER CAPITA GRANT REQUIREMENTS – The 2021 Per Capita grant will have one question on it. Libraries must review the entire publication of the Serving Our Public 4.0 Standards for Illinois Public Libraries. We will need to update our strategic plan and add some adaptive devices to the building.
- h. NEW LAWS –
  - i. Non-resident cards - Children in a non-served area can have access to electronic materials. Since our electronic materials are priced based on population, this might pose a problem. This issue will be addressed at a future RAILS meeting.
  - ii. Free non-resident cards for veterans who fall below 20% of the federal poverty level.
  - iii. Vaccination for employees – The EEOC determined that employers can require employees to be inoculated for COVID-19. Some employers are offering two hours of paid time off to get the vaccine.

## 6. UNFINISHED BUSINESS

### a. TRUSTEE VACANCY

- i. Resolution for Library Trustee Service – Maureen Sypkens moved to COMMEND GLORIA WHITAKER FOR HER SERVICE TO THE LIBRARY. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye
- ii. Search for Library Trustee – There are currently only 4 board members who will be active in the New Year. Director Losey will post this vacancy on Facebook and our webpage.

b. COVID-19 POLICIES AND PROCEDURES - Response plan for building – Governor has moved the state from Tier 3 to Tier 2. Public expectation is that the library will be open with limited computer access. Director Losey would like to open on Feb 1 if new cases in Illinois stay in the current range or get better. However, there are two new COVID mutations around that are more transmissible with longer shelf life in the open air and increased viral load.

c. EXTENSION OF SICK LEAVE POLICY - FFCRA has expired but it might get extended in the next few days. This is for employees who are normally covered under existing library policy to accrue sick leave, they will continue to accrue sick leave through Dec 2021 consistent with policy. However, a benefit-eligible employee must exhaust all of their accrued sick leave before requesting the use of additional sick leave. There will be no payment for the unused sick leave under this temporary policy nor will employees be allowed to carry over unused sick leave under this temporary policy, beyond the 2021 calendar year.

## 7. NEW BUSINESS

a. 2021 HOLIDAY DAYS CLOSED SCHEDULE - Christmas Eve and Christmas Day are Friday and Saturday this year. Full-time employees will be given a day to use in place of being off on Christmas Day (a Saturday) and another for New Year's Day. Maureen Sypkens made a motion to ACCEPT THE 2021 HOLIDAY DAYS CLOSED SCHEDULE. 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

b. SUCCESSION PLAN – Director Losey prepared a Succession Plan including a month-by-month list of necessary items to be completed. The plan has provisions for a short-term, long-term, and/or permanent change in library director. Bill Spain made a motion to ACCEPT THE HILLSIDE LIBRARY SUCCESSION PLAN with the addition of the Time Capsule opening date.

- c. 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
  - d. ANNUAL TIME CAPSULE REMINDER AND RELOCATION – The Time  
Capsule is scheduled to be opened in 2025.
- 8. REMINDERS – Next Meeting will be on February 17, 2021
- 9. ADJOURNMENT – Maureen Sypkens made a motion to adjourn. Bill Spain seconded  
the motion. The meeting ended at 8:14 pm.