

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – February 17, 2021

MINUTES

1. CALL TO ORDER: 7:08 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
GUEST: Mohyeddin Kassar

3. APPROVAL OF MINUTES – Maureen Sypkens moved to accept the minutes from the meeting on January 20, 2021. Bill Spain seconded. Motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda-Aye, Donna Kassar-Aye, Bill Spain-Aye,

4. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER'S – Bill Spain presented the Financial Statement for January 31, 2021. There was no Treasurer's Report. Director Losey reported that we have a revenue plan to cover 3-4 months' expenditures and still have nearly \$2,000,000 in savings. Director Losey completed the Resolution using QuickBooks software.
- d. No Treasure's Report was available.

Maureen Sypkens moved to accept the Financial Statement for January 20, 2021. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye

5. EXECUTIVE SESSION – During the Executive Session, the board members discussed the issue of Joseph Taglia being readmitted to the Library. The attorney has recommended a one-year ban. Mr. Taglia was invited to the meeting but he did not attend. Bill Spain made a motion to **BAN JOSEPH TAGLIA FROM HILLSIDE LIBRARY FOR THE PERIOD OF ONE YEAR AS OF FEBRUARY 17, 2021.** Mary Wajda seconded the motion. The motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye

6. DIRECTOR'S REPORT

a. SWAN/RAILS

- i. SWAN Committee of the Whole met on Feb 9. Our Swan membership fee is now \$24,445, an increase of \$674 for the Fiscal Year 2021-22.
- ii. SWAN is working with Bywater Software on an alternate catalog to address search and organization issues that appear in our catalog.
- iii. The EBSCO Database package for RAILS will have a 2.9% increase in cost. SWAN will allow some libraries to opt-out of the group purchase. The cost for those staying in the system will be released at end of March. The database includes such items as Masterfile, Consumer Report, and Novelist.

b. MEDIA ON DEMAND – Hillside Library will be invoiced for the cost of E-Magazines through Media on Demand (\$1200). Media on Demand use is up from January 2020.

c. Total materials circulated has gone down (as expected). The library staff is conducting inventory and cleaning of library materials.

d. PPE FOR PUBLIC LIBRARIES GRANT – Director Losey applied for the State's grant to reimburse libraries for PPE expenses. We have received the \$500 check for PPE reimbursement.

e. MEETING WITH LIBRARIANS AND MANAGERS – Director Losey met with librarians and managers on January 25, to review the library's policies for employee pay and holidays. They also discussed what services will be available when the library opens to the public on February 1.

f. BUILDING RENOVATION - Russ Wajda emailed Director Losey regarding building updates. The village is interested in moving forward. The building has been gutted and more waterproofing will be done when the weather permits. We still need to complete the IGA and then can do the walk-through with the architect. Board members can join the walk-through of the site. Russ Wajda is checking on the status of the IGA.

7. UNFINISHED BUSINESS

a. TRUSTEE VACANCY

- i. Director Losey put a description of the duties of a Trustee on the Library website.
- ii. Mohyeddin Kassar was presented as being interested in becoming a library trustee. Mary Wajda made a motion to APPOINT MOHYEDDIN KASSAR AS A MEMBER OF THE HILLSIDE LIBRARY BOARD. Maureen Sypkens seconded the motion. The motion carried by roll call

vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye,
Bill Spain-Aye

8. NEW BUSINESS

a. COVID-19 POLICIES AND PROCEDURES

- i. COVID-19 VACCINATION - – The Board reviewed Vaccine FAQs from HR Source addressing whether it is possible to mandate employees to receive the vaccine. The state is working on vaccinating the 1B category and may open up to 1C soon. DuPage County is staying with 1B due to a lack of vaccine appointments/doses available.
- ii. There is a form to request a medical exemption. The Board will address this issue once vaccines are more readily available.
- iii. The Library is now offering appointments for computer usage. Robin is conducting online Bingo and other programs.

9. REMINDERS – Next Meeting will be on March 17, 2021

10. ADJOURNMENT – Donna Kassar made a motion to adjourn. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – Aye, Mary Wajda – Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye

The meeting ended at 7:40 pm.