

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

MINUTES

1. CALL TO ORDER: 7:06 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, Donna Kassar, Bill Spain, Shirley Wachowski, Mohyeddin Kassar

3. APPROVAL OF MINUTES – Maureen Sypkens moved to accept the minutes from the meeting on September 15, 2021. Mohyeddin Kassar seconded. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye

4. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER'S – Bill Spain presented the Financial Statement for September 30, 2021 and the Treasurer's Report from October 20, 2021.

Mohyeddin Kassar moved to accept the Financial Statements for September 30, 2021, and the Treasurer's Reports from October 20, 2021. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye

**BOARD MEETING
October 20, 2021**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

**EXPENDITURES AS OF September 30,
2021**

GENERAL EXPENSES	\$ 35,431.92
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PAYROLL EXPENSES	\$ 52,490.34
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BANK FEES; MAINTENANCE FEE	\$ 55.99
CHARGE CARDS FEE	\$ 21.44
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<u>TOTAL EXPENDITURES</u>	\$ 87,999.69

RECEIPTS AS OF October 20, 2021

FINES, FEES & MISC. INCOME	\$ 553.62
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PER CAPITA GRANT	\$ 12,031.58
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INTEREST INCOME	\$ 117.87
Interest on taxes	\$ 100.30
Republic Bank	
Illinois Funds Reinvest	\$ 17.57
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<u>TAXES PRIOR YEARS</u>	\$ 1,688.95
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TAXES CURRENT	\$ 267,206.65
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TAXES DEFERRED	\$
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CORPORATE REPLACEMENT TAXES	\$
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OTHER	\$
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<u>TOTAL RECEIPTS</u>	<u>\$281,598.67</u>

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

BANK: Savings Account to Expense Account

1) Transfer	\$ 50,163.20
2) Deposit	3) Other

BANK: Expense Account to Savings Account

1) Transfer	\$ 220,011.23
2) Deposit	
3) Other	

BANK: Expense Account to Payroll Account

1) Transfer	\$ 50,219.54
2) Deposit	
3) Other	

BANK: Payroll Account to Expense Account

ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

3. DIRECTOR'S REPORT

a. SWAN/RAILS

- i. SWAN has credit card swipe readers available but will soon be switching to a different system that will not work with these readers. We will wait until the new version (with tapping capability) is available in a few months.
- ii. The SHARE IL project intended to facilitate inter-library loans is closing on October 30. This will not impact our library.
- iii. The new catalog called ASPEN will go live on Tuesday, October 26. Veronica is updating our system and applications.

b. STAFFING – We have hired a new circulation clerk, Theodora. We are still looking for another person to work on the weekends. Madison found a full-time position in her field. We wish her the best of luck. Allison will be working more hours, up to 30 hours per week. Sandy is moving forward in learning to run circulation reports and managing the circulation desk. Monzerrat is our new page.

c. SCANNER - Our current feed scanner is 10 years old and will no longer run new software. We are looking to buy a new scanner from TBS.

d. PUBLIC COMPUTERS – Director Losey is getting quotes to replace 9 adult computers and 3 children's computers with new computers running Windows 10.

However, the new computers will not work with the SAM software which handles system security and computer reservations among other things. We are looking at switching to MYPC for these functions. Many libraries in the area use MYPC.

4. UNFINISHED BUSINESS

- a. Trustee Replacement – we still need one additional board member.
- b. Strategic Plan – They are evaluating the census data, the community data and the surveys that were sent out. Once the information is compiled, they will let us know the next steps.

5. NEW BUSINESS

- a. LIBRARY DIRECTOR SEARCH – HR Source sent a proposal for the different options available. They also have a not to exceed cost of \$15,000. Additional services include: They will do interviewing, coaching and training for the board, market benchmarking, staff culture assessment, and applicant tracking system.

Mohyeddin Kassar made a Motion to ACCEPT THE PROPOSAL FROM HR SOURCE FOR A DIRECTOR SEARCH Bill Spain seconded the motion. Motion passed by roll call: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye

Maureen Sypkens made a Motion to SUPPLEMENT THE HR SOURCE CONTRACT WITH EXECUTIVE COACHING FOR THE BOARD, MARKET BENCHMARKING, AND THE APPLICANT TRACKING SYSTEM WITH THE POSSIBILITY OF ADDING LIBRARY STAFF CULTURE ASSESSMENT IN THE FUTURE. Bill Spain seconded the motion. Motion passed by roll call: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye

- b. LEVY APPROVAL – The Levy was sent to the Village for approval. The Levy shows what we are authorized to spend, not what we intend to spend. Bill Spain made a motion to APPROVE THE LEVY. Donna Kassar seconded the motion. Motion passed by roll call: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye
- c. HANDBOOK UPDATE – The handbook was updated to allow using Sick Leave to care for FAMILY MEMBERS. This brings the handbook up to State requirements. Maureen Sypkens made a motion to APPROVE THE CHANGE TO THE HANDBOOK. Bill Spain seconded the motion. Motion passed by roll call: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye,

- d. HARASSMENT TRAINING – The State requires workplace training in avoiding harassment for all employees. The supervisors felt the online video training (\$29/person, \$39 for supervisors) will be adequate. They will do it at work so we can be assured that everyone completes the training. This training is tailored to libraries – where most problems come from patrons than from other staff members.
6. REMINDERS – Next meeting will be November 17, 2021, on Zoom.
7. ADJOURNMENT – Shirley Wachowski made a motion to adjourn at 8:05 pm. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Mohyeddin Kassar – Aye