

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – April 20, 2022

MINUTES

1. CALL TO ORDER: 7:20 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, Fred Barge, Mohyeddin Kassar, Bill Spain
3. GUESTS: Amy Franco, Geneva Allen, Jeanine Vaughn
4. EXECUTIVE SESSION – Donna Kassar made a motion to move into executive session at 7:21pm. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Fred Barge – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye  
  
Bill Spain made a motion to adjourn the Executive Session and move into the regular session at 7:45. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Fred Barge – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye
5. TRUSTEE VACANCY – Mohyeddin Kassar made a motion to nominate Jeanine Vaughn to fill the Trustee Vacancy. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Fred Barge – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye
6. APPROVAL OF MINUTES – Mohyeddin Kassar moved to ACCEPT THE MINUTES FROM THE MEETING ON MARCH 16, 2022. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Fred Barge – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye
7. COMMUNICATIONS –
  - a. A FOIA request was received
  - b. SUGGESTION BOX – contained a request for a Lamination Station which will be added to the maker space in the new library.
  - c. Jasmine, a circulation clerk, received a thank you from a patron for her help.
8. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER’S – Bill Spain presented the Treasurer’s Reports for April 20, 2022, which was missing the general expenses. Bill Spain also presented the Financial Statement for March 31, 2022.

Maureen Sypkens moved to ACCEPT THE FINANCIAL STATEMENT FOR MARCH 31, AND THE TREASURER’S REPORTS FROM APRIL 20, 2022 (WITH THE AMENDMENT). Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye

## 9. DIRECTOR’S REPORT

### a. BUILDING AND GROUNDS –

- i. Director Franco met Joe Pisano and Joe Beckwith at the Village. We will now have the first and second floors to use for the new library space, complete with high ceilings, stained glass windows and open spaces. The architects will redesign the plans to fit the new space. Director Franco is currently working on the draft IGA. The building will be retrofit to support the weight of the books on the higher floors.
- ii. New panic buttons were installed in remote parts of the buildings. HVAC was turned on and cleaned. A new AED cabinet and AED, and a Narcan kit are now available for emergencies. These will meet the Standards for Illinois Public Libraries guidelines. Staff will be trained on the use of these at the next Inservice on May 23, 2022. The outdoor bookdrop is leaking. Staff will try to waterproof the current bookdrop until a new bookdrop can be installed at our new location.

### b. MARKETING/WEBPAGE

- i. The Logo/Identity Development is in progress. They will work with our new building plans and colors.
- ii. The Website is improving.
- iii. Emails are being sent to our email list. 17% of the adult population in Hillside are on the list. We are working on growing the list.

### c. TECHNOLOGY

- i. Staff is investigating the requirements for a 3-D printer. They will determine if we can put one in the current library or if we need to wait for the new Maker Space.
- ii. Email migration to Office 365 is scheduled for April 22-24 and will go live on Monday, April 25.
- iii. We have implemented the Disaster Recovery Plan to mitigate any interruption of IT infrastructure due to malware or other threats.

- iv. MyPC software is stalled waiting for the monitors to arrive.
- d. RAILS/SWAN UPDATE
  - i. SWAN migration to Aspen is complete. The old Discovery platform will be obsolete at the end of the month.
  - ii. We will be participating in Overdrive Advantage to purchase additional copies of popular materials. This will cut the wait time for popular materials down from 90 days to just a few.
  - iii. Database usage increase 66% from February to March, most likely due to increase in communication from the Library. We will try to continue this trend.
- e. STRATEGIC PLAN - Strategic plan survey was sent out on the email list. We have received responses from 2-3% of our adult population.
- f. PERSONNEL – Director Franco hired for 2 circulation clerk positions. She had HR Source review our hiring and staffing practices and will be implementing the changes. Staff is appreciative of the COLA raises.
- g. VILLAGE NEWS - The Library will be participating in Village-wide events. Board members are encouraged to help represent the library at these events.
- h. CONTINUING EDUCATION AND MEETINGS
  - i. We will be reviewing 1-2 chapters of the CORE Standards for Illinois Public Libraries at each meeting going forward.
  - ii. Director Franco has applied to go to Director’s University training in June.
- i. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR’S REPORT. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye

## 10. UNFINISHED BUSINESS

- a. OPEN MEETINGS ACT TRAINING – All Board members completed the training.
- b. Board members need to come into the library to sign resolutions.
- c. Director Franco provided disaster recovery plan information.

## 11. NEW BUSINESS

- a. APPROVAL OF RESOLUTION 2022-2 – Bill Spain made a motion to APPROVAL RESOLUTION 2022-2 REGARDING FY2023 OPERATING APPROPRIATION. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye
- b. APPROVAL OF RESOLUTIONS 2022-3 AND 2022-3-1 - Bill Spain made a motion to APPROVE RESOLUTIONS 2022-3 ESTABLISHING REVENUE BUDGET FOR FY 2023. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye

Maureen Sypkens made a motion to APPROVE RESOLUTION 2022-3-1 ESTABLISHING THE EXPENDITURES BUDGET FOR FY2023. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye

- c. LETTER TO THE VILLAGE BOARD REGARDING THE RESOLUTION FOR THE .02 BUILDING & MAINTENANCE LEVY – Bill Spain motioned to APPROVE THE 0.02% BUILDING AND MAINTENANCE LEVY. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye
- d. RESOLUTION 2022-5 TO TRANSFER INTEREST TO THE GENERAL FUND – Bill Spain made a motion to APPROVE RESOLUTION 2022-5 TO TRANSFER SURPLUS INTEREST TO THE GENERAL OPERATING FUND. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye
- e. REVIEW OF MINUTES OF CLOSED MEETINGS IN COMPLIANCE WITH 5 ILCS 120 2.06 – There were no minutes of closed meetings to review.
- f. REVIEW OF VERBATIM RECORDINGS OF REGULAR BOARD MEETINGS HELD REMOTELY UNDER STATE EXECUTIVE ORDERS – Maureen Sypkens made a motion to DESTROY THE VERBATIM RECORDINGS OF REGULAR BOARD MEETINGS HELD REMOTELY FROM MARCH 18, 2020, TO SEPTEMBER 23, 2020, UNDER STATE EXECUTIVE ORDERS. Bill Spain seconded the motion. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye
- g. APPROVAL OF HILLSIDE PUBLIC LIBRARY SCHOLARSHIP APPLICATION – Donna Kassar made a motion to APPROVE A \$500 SCHOLARSHIP DISBURSEMENT FROM THE SCHOLARSHIP FUND. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Bill Spain – Aye, Fred Barge – Aye
- h. DISTRIBUTION OF 3-MONTH PERFORMANCE EVALUATION DOCUMENT FOR LIBRARY DIRECTOR – All Board members will complete a 3-month performance evaluation for Director Franco and submit them to President Sypkens by May 11.

12. REMINDERS – Next meeting will be May 18, 2022, in person.

13. ADJOURNMENT – Mohyeddin Kassar made a motion to adjourn at 8:21 pm. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna

Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye,  
Fred Barge – Aye

# BOARD MEETING

April 20, 2022

## TREASURER'S REPORT - AMENDED

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

#### EXPENDITURES AS OF March 31, 2022

GENERAL EXPENSES	\$	49,621.57
PAYROLL EXPENSES	\$	46,287.67
BANK FEES; MAINTENANCE FEE	\$	64.26
CHARGE CARDS FEE	\$	66.44
<u>TOTAL EXPENDITURES</u>	\$	96,039.94

#### RECEIPTS AS OF April 20, 2022

FINES, FEES & MISC. INCOME	\$	702.07	
PER CAPITA GRANT	\$		
INTEREST INCOME	Interest on taxes	\$	478.12
	Republic Bank	\$ 231.83	\$
	Illinois Funds Reinvest	\$ 246.29	\$
TAXES PRIOR YEARS	\$	36.56	
TAXES CURRENT	\$		
TAXES DEFERRED	\$	519,133.46	
CORPORATE REPLACEMENT TAXES	\$		
OTHER	\$		
<u>TOTAL RECEIPTS</u>	\$	520,350.21	

### 2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer \$ 45,728.63

2) Deposit

3) Other

BANK: Expense Account to Savings Account

1) Transfer \$ 455,147.42

2) Deposit

3) Other

BANK: Expense Account to Payroll Account

1) Transfer \$ 44,040.57

2) Deposit

3) Other

BANK: Payroll Account to Expense Account

ACTIVITY: 1) Transfer \$

2) Deposit

3) Other