

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE, IL
Lower Level Meeting Room

BOARD OF TRUSTEES MEETING – May 18, 2022
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:05 pm by Maureen Sypkens.
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: Maureen Sypkens, Donna Kassar, Mohyeddin Kassar, Bill Spain, Fred Barge, Shirley Wachowski
GUESTS: Amy Franco
3. SWEARING IN OF NEW TRUSTEE – Postponed
4. APPROVAL OF MINUTES: Mohyeddin Kassar made a motion to APPROVE THE MINUTES FOR THE MEETING ON APRIL 20, 2022. Shirley Wachowski seconded the motion. Motion passed by voice vote.
5. PERSONNEL ISSUE – The Board discussed a personnel issue in open session.
6. EXECUTIVE SESSION – Maureen Sypkens moved at 7:33pm to ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE 3-MONTH REVIEW FOR THE LIBRARY DIRECTOR. 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, Shirley Wachowski – Aye

Maureen Sypkens made a motion at 7:38 pm to LEAVE EXECUTIVE SESSION AND RETURN TO OPEN SESSION. Bill Spain seconded the motion. Motion carried by voice vote.
7. TREASURER'S REPORT – Bill Spain presented the amended Treasurer's Report from April 20, 2022, which now includes the general expenses amount. Bill also presented the Treasurer's Report for May 18, 2022, and the Financial Statement for April 30, 2022. Maureen Sypkens moved to ACCEPT THE AMENDED TREASURER'S REPORT FROM APRIL 20, 2022, THE TREASURER'S REPORT FOR MAY 18, 2022, AND THE FINANCIAL STATEMENT FOR APRIL 30, 2022. 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, Shirley Wachowski – Aye
8. DIRECTOR'S REPORT –
 - a. BUILDINGS AND GROUNDS

- i. It is official that we will have the first and second floors when the Library moves to the new building. We will need new plans from the architect. Director Franco is renegotiating the contract with the architect. The new plans will keep the same elements as the original plan but be updated for the new space. The new contract will be presented at the June meeting. The Village will pay to reinforce the floors for the new space. There is no timeline for completion as of yet. The funds have been appropriated for FY2023 in the Illinois budget but have not yet been released.
 - ii. The roof of our current building has not been maintained and is in need of repairs. We will have to complete basic repairs as long as we need to remain in the current building but will try to avoid unnecessary spending.
 - iii. The exterior of the library will be power-washed, and landscaping will be done to address standing water issues.
 - iv. Director Franco is trying to make the Library more welcoming. She is removing clutter, updating the furniture in the children's area, and having the carpets and windows cleaned.
 - v. The Library will host a Yard Sale on June 10-11 to try to get rid withdrawn items.
- b. TECHNOLOGY
- i. Yearbook – Director Franco and Maura Terrado went to Yearbook for the new logo presentation. They will present the choice for new colors and logo to the board in June or July.
 - ii. The current website has been updated with minor changes while we wait for the new and improved website to be completed. The new website will have an online registration capability for meetings and programs.
 - iii. We are growing our email list with responses from the Community Survey.
 - iv. Email migration to Microsoft 365 was completed on April 24. We are continuing to work on IT upgrades per our Disaster Recovery Plan.
 - v. The new monitors have arrived, and the new computers are installed for the public to use. The adult computer area will be painted this week.
- c. RAILS/SWAN - We are subscribed to two new databases, Comics Plus and LinkedIn Learning. LinkedIn Learning contains thousands of business courses and training for employees. Hillside Library card holders can use the databases free of charge.
- d. STRATEGIC PLAN – we received 317 responses from the Strategic Plan Community Survey. Suggestions for improvement are in the areas of Technology, Staffing, New Building, Marketing and Communication.
- e. PERSONNEL - we will be hiring a new circulation clerk and moving one of the youth librarians to full time so we can address the issues with lack of teen programming.
- f. INSURANCE – We will be offering benefits-eligible employees spouse and dependent insurance starting with the open enrollment period in July for the new year.
- g. CONTINUING EDUCATION

- i. Director Franco will be attending Director's University in Springfield June 6-10.
 - ii. The Staff will have their first In-Service on May 23. The Library will be closed on that date.
 - h. THREE THINGS TO SHARE
 - i. The new computers are installed and are much more efficient.
 - ii. LinkedIn Learning database is now available for Hillside Library card holders.
 - iii. Summer Reading starts June 6. The theme for this year is *Read Beyond the Beaten Path*. The theme will promote lots of outside activities.
 - i. Mohyeddin Kassar made a motion to ACCEPT THE DIRECTOR'S REPORT. Bill Spain seconded the motion. Motion carried by voice vote.
9. UNFINISHED BUSINESS –
 - a. Review of Letter from the Auditor, Sikich LLP – Board members received an email from the Auditor regarding any financial mismanagement. They are encouraged to respond quickly.
10. NEW BUSINESS
 - a. Per Capita Grant Requirements – The Board reviewed chapters 1 and 2 of the Core Standards for Illinois Public Libraries. We have completed all standards in Chapter 1 except Core 13 and 18 which we are working on. Chapter 2 standards are up to date except for the mission statement and long run strategic plan which we are currently developing.
 - b. LIMRICC amendment – currently the LIMRICC body needs 100% acceptance of members to make any changes to their policies. They have put forth an amendment to make approval by 66% of their members adequate to pass new policies to make their operations more efficient. Maureen Sypkens made a motion to APPROVE THE LIMRICC AMENDMENT. Bill Spain seconded the motion. Motion carried by voice vote.
 - c. Credit Card policy – 5 employees have credit card access. They will have to sign the credit card policy to be able to use the card. Bill Spain made a motion to APPROVE THE CREDIT CARD POLICY. Mohyeddin Kassar seconded the motion. Motion carried by voice vote.
 - d. REPUBLIC BANK – We are updating the signers for the Republic Bank accounts. Mohyeddin Kassar made a motion to APPROVE THE LETTER OF DIRECTION TO REPUBLIC BANK. Maureen Sypkens seconded the motion. Motion carried by voice vote.
 - e. DIRECTOR'S PERFORMANCE REVIEW AND SALARY ADJUSTMENT – The 3-month performance reviews by the Board were positive. Bill Spain made a motion to APPROVE THE 3-MONTH PERFORMANCE EVALUATION AND 4% RAISE FOR THE LIBRARY DIRECTOR. Shirley Wachowski seconded the motion. Motion carried by voice vote.
11. ADJOURNMENT – Mohyeddin Kassar made a motion to adjourn the meeting at 8:24pm. Maureen Sypkens seconded the motion. Motion carried by voice vote.

BOARD MEETING

May 18, 2022

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF April 30, 2022

GENERAL EXPENSES	\$	34,775.71
PAYROLL EXPENSES	\$	47,554.22
BANK FEES; MAINTENANCE FEE	\$	119.27
CHARGE CARDS FEE	\$	78.91
<u>TOTAL EXPENDITURES</u>	\$	82,528.11

RECEIPTS AS OF May 18, 2022

FINES, FEES & MISC. INCOME	\$	673.77
PER CAPITA GRANT	\$	
INTEREST INCOME		
Interest on taxes	\$	886.27
Republic Bank	\$	472.45
Illinois Funds Reinvest	\$	413.82
TAXES PRIOR YEARS	\$	1,584.32
TAXES CURRENT	\$	
TAXES DEFERRED	\$	42,034.01
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	45,178.37

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer \$ 72,804.38

2) Deposit

3) Other

BANK: Expense Account to Savings Account

1) Transfer \$ 186,37.76

2) Deposit

3) Other

BANK: Expense Account to Payroll Account

1) Transfer \$ 45,714.86

2) Deposit

3) Other

BANK: Payroll Account to Expense Account

ACTIVITY: 1) Transfer \$

2) Deposit

3) Other