

HILLSIDE PUBLIC LIBRARY  
405 N. HILLSIDE AVENUE, HILLSIDE IL  
Via Zoom Meeting

BOARD OF TRUSTEES MEETING – June 15, 2022  
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:09 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: PRESENT - Maureen Sypkens, Donna Kassar, Bill Spain, Fred Barge, Mohyeddin Kassar, Jeanine Vaughn. ABSENT with notice: Shirley Wachowski  
Guests: Amy Franco, Jef Anderson
3. AUDIENCE PARTICIPATION
  - a. Yearbook Studios – Jef Anderson presented the concepts for the rebranding of the library and the new logo. The idea is to make the Library a shared space for the community. The new tagline is “Making Connections,” and the symbol is easily recognizable. It incorporates the idea of coming together and sharing with each other.
4. NEW TRUSTEE – Jeanine Vaughn has been officially sworn in as our newest trustee.
5. APPROVAL OF MINUTES – Mohyeddin Kassar made a motion to APPROVE THE MINUTES FOR THE MEETING ON MAY 18, 2022. Fred Barge seconded the motion. The motion passed by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE
6. COMMUNICATIONS – Director Franco presented a few messages received from the community appreciating the new changes at the library. The Library Staff are conducting more community involvement activities. Sandy and Amy will attend a Lunch and Learn with the business community and will be giving out business library cards. The improvements to the grounds are being noticed by the community and Village officials. We are starting to see an increase in traffic into the Library.
7. TREASURER’S REPORT – Bill Spain presented the Treasurer’s Report from June 15, 2022, and the Financial Statement from May 31, 2022. Mohyeddin Kassar made a motion to ACCEPT THE TREASURER’S REPORT FOR JUNE 15, 2022, AND THE FINANCIAL STATEMENT FOR MAY 31, 2022. Donna Kassar seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE,

Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE

## 8. DIRECTOR'S REPORT

- a. Aftermath of Storm on June 13, 2022 – much of Hillside was without power on a very hot day. The Library staff did an excellent job of taking care of the large number of patrons who came to the Library even when we lost power and internet for a while.
- b. Building and Grounds
  - i. Roof Maintenance – The emergency roof repairs have been completed and we have a contract for semiannual maintenance with a new roofing vendor.
  - ii. Deferred Maintenance is a big problem. The Librarians are cleaning significant clutter out of the storage areas in the building. We need to address landscaping issues in order to avoid future maintenance issues with drainage problems near the Youth Area window.
  - iii. Capital Improvement Plan – it is time to conduct a fresh Capital Improvement Plan to help us prioritize maintenance/capital projects and setup a special reserve fund to prepare for our new building. Director Franco will be getting a proposal for a firm to complete this assessment.
- c. Marketing/Webpage
  - i. Facebook – we are currently experiencing issues with our Facebook page. We are investigating a solution to this problem.
  - ii. Yearbook Studios are working on our draft logo and new website.
- d. Safety and Security – The emergency manual needs to be updated for active shooter, Code Adam, bomb threat, and several other scenarios. Director Franco is currently working on the updates including keeping the back door locked.
- e. Technology
  - i. 3-D printer – we are evaluating whether to add a 3-D printer to our current location or wait for the new building.
  - ii. MyPC – overall the patrons are happy with the new computers. We have upgraded a public use copier/printer that is faster and easier to use. The new change in the expenditure for the new equipment is \$7 per month.
- f. RAILS/SWAN Update
  - i. We are implementing a Universal Access Policy for pre-K – 12<sup>th</sup> grade students and for disabled veterans.
  - ii. We are working on a Proviso Passport among Proviso Libraries.
- g. Personnel
  - i. Draft job descriptions are being updated and reviewed.
  - ii. Unexpected Accelerated IMRF Payment for Doug Losey – We did have money in the budget that we used to cover this expense. We need to change the personnel policy to avoid such payments in the future.
  - iii. Personnel Changes –
    1. Shander Jackson – resigned

2. Michelle Waldoch – hired
  3. Annie Hoy – hired
  4. Nicola Covello – promoted to full time
  5. Robin Fuener – retired
- h. Continuing Education and Meetings
1. Staff In-Service – May In-Service trained staff on Narcan administration and overdose response, CPR/AED and Stop the Bleed. They had a strategic planning session and departmental meetings.
  2. Director Franco attended Director’s University at the Illinois State Library. The conference offered many new ideas and information.
  3. Department heads will be trained on doing staff evaluations.
- i. 3 Things to Share
1. Summer Reading has kicked off – “Read Beyond the Beaten Path”
  2. Robin Fuener is retiring. We are looking for someone to replace her doing marketing and programming. It does not require an MLS.
  3. Things are looking different in the Library – a new computer lab, landscaping updates, etc. Things are changing for the better!
- j. Bill Spain made a motion to ACCEPT THE DIRECTOR’S REPORT FOR JUNE 15, 2022. Mohyeddin Kassar seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE

## 9. UNFINISHED BUSINESS

- a. Strategic Plan – Staff ideas were incorporated into the draft Strategic Plan. We need to revise the mission and vision statements. The goal is to renew the Library identity as a community destination. Board members should submit any ideas about the Strategic Plan to Director Franco by July 1.

## 10. NEW BUSINESS

- a. Review *Serving our Public*: Chapter 3
  - i. We need more people for young people programming and new job descriptions. We are working on those. We also need a thorough orientation for new employees.
  - ii. We would like more employees (professional staff) to attend conferences to get new ideas, etc. We will start paying for staff membership dues in professional groups. We can help staff to choose which conferences to attend and make it part of their job descriptions.
- b. Approval of ATA Group Agreement for the Fiscal Year 2022-2023 – Mohyeddin Kassar made a motion to CONTINUE USING ATA FOR FINANCIAL SERVICES FOR THE FISCAL YEAR 2022-2023. Bill Spain seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna

Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE

- c. Approval of Illinois Public Library Annual Report (IPLAR) – Maureen Sypkens made a motion to APPROVE THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR). Mohyeddin Kassar seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE
- d. Approval of Illinois Libraries Present Intergovernmental Agreement – Bill Spain made a motion to APPROVE THE ILLINOIS LIBRARIES PRESENT INTERGOVERNMENTAL AGREEMENT. Jeanine Vaughn seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE
- e. Approval of One-Time Scholarship Disbursement of \$500 – Maureen Sypkens made a motion to APPROVE A ONE-TIME SCHOLARSHIP DISBURSEMENT OF \$500. Bill Spain seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE
- f. Approval of Nonresident Library Card and Annual Fee – The fee for 2022-2023 is \$503.82. Maureen Sypkens made a motion to APPROVE THE NONRESIDENT LIBRARY CARD AND ANNUAL FEE. Fred Barge seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE
- g. Approval of Universal Access Policy – This policy will allow students who receive free lunch to access library materials. Maureen Sypkens made a motion to APPROVE THE UNIVERSAL ACCESS POLICY. Bill Spain seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE
- h. Approval of Landscaping Project and Correction of Drainage Issue Near Youth Window to J.P.'s Landscaping – This will correct drainage issues and avoid problems with water in the basement. Bill Spain made a motion to APPROVE LANDSCAPING PROJECT AND CORRECTION OF DRAINAGE ISSUE NEAR YOUTH WINDOW TO J.P.'S LANDSCAPING IN THE AMOUNT OF \$8,800. Mohyeddin Kassar seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - NO, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE
- i. Approval of Resolution 2023-1 Determining Prevailing Wage Rate Within the Library for Certain Laborers, Mechanics, and Other Workers – We are legally required to pass this resolution each June. Maureen Sypkens made a motion to APPROVE RESOLUTION 2023-1 DETERMINING PREVAILING WAGE RATE WITHIN THE LIBRARY FOR CERTAIN LABORERS, MECHANICS,

AND OTHER WORKERS. Bill Spain seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE

11. NEXT MEETING – July 20, 2022.

12. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:35pm. Donna Kassar seconded the motion. The motion carried by Roll Call Vote - Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge - AYE, Mohyeddin Kassar - AYE, Jeanine Vaughn - AYE

# BOARD MEETING

June 15, 2022

## TREASURER'S REPORT

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

#### EXPENDITURES AS OF May 31, 2022

GENERAL EXPENSES	\$	81,629.25
PAYROLL EXPENSES	\$	50,622.25
BANK FEES; MAINTENANCE FEE	\$	362.44
CHARGE CARDS FEE	\$	67.33
<u>TOTAL EXPENDITURES</u>	\$	132,681.27

#### RECEIPTS AS OF June 15, 2022

FINES, FEES & MISC. INCOME	\$	397.96
PER CAPITA GRANT	\$	
INTEREST INCOME		
Interest on taxes	\$	10.48
Republic Bank	\$	803.13
Illinois Funds Reinvest	\$	714.86
	\$	1,528.47
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	1,926.43

### 2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer	\$	69,235.44
2) Deposit		
3) Other		

BANK: Expense Account to Savings Account

1) Transfer	\$	
2) Deposit		
3) Other		

BANK: Expense Account to Payroll Account

1) Transfer	\$	48,129.70
2) Deposit		
3) Other		

BANK: Payroll Account to Expense Account

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