

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

BOARD OF TRUSTEES MEETING – July 20, 2022  
MINUTES

1. **CALL TO ORDER:** The meeting was called to order at 7:04 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. Shirley Wachowski joined at 7:38pm.  
Guests: Amy Franco, Sarah Keister Armstrong
3. **AUDIENCE PARTICIPATION**
  - a. Sarah Keister Armstrong presented information derived from the community, board, and staff surveys. The community in Hillside is aging. The Board and Staff have a multifaceted view of the library's role in the community. We need to improve the library space, technology, community outreach and services to meet the needs of the changing community. She reached out to different community organizations and they suggested improved marketing to the community.  
  
Sarah presented the Goals and Action steps to complete the goals  
**GOALS**
    - i. Making library a destination not just an errand
    - ii. Outreach
    - iii. Marketing and communication
    - iv. Expand organization capacity
4. **APPROVAL OF MINUTES** – Mohyeddin Kassar made a motion to **APPROVE THE MINUTES FOR THE MEETING ON JUNE 15, 2022.** Maureen Sypkens 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. Absent – Shirley Wachowski
5. **COMMUNICATIONS** – Director Franco presented messages received from the community appreciating the new changes at the library. Village Free Press announced that Bellwood and Berkeley's Libraries are undergoing major renovations and Hillside Library will help their patrons access library services in the interim.

6. TREASURER'S REPORT – Bill Spain presented the Treasurer's Report from July 20, 2022, and the Financial Statement from June 30, 2022. Maureen Sypkens made a motion to ACCEPT THE TREASURER'S REPORT FOR JULY 20, 2022, WITH CORRECTION, AND THE FINANCIAL STATEMENT FOR June 30, 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, Shirley Wachowski - AYE

7. DIRECTOR'S REPORT

- a. Library Traffic – Statistics reflect increasing library usage.
- b. The Property Replacement Tax and the Per Capita Grant were received. Both were higher than expected. Property taxes will be delayed. The County is offering bridge loans to entities who need them. We will not be applying for a loan.
- c. Building and Grounds
  - i. The fire alarm went off on Monday. The fire department inspected it and we are making the suggested changes. We passed the annual fire inspection.
  - ii. The air conditioning system was repaired.
  - iii. The storm in June damaged the roof. The repairs are complete for the roof. There was water in the basement. We have implemented procedures for inspecting the basement after any storm.
  - iv. Sandy and her team are deep cleaning the furniture. The book sale in June was a success, and we were able to get many discarded items out of the storage.
  - v. Landscaping project – New patio is complete, and the landscaping is underway. The new patio furniture is ready to be installed as well.
- d. Marketing and Webpage – we have a candidate ready to hire for the Marketing/Webpage position. Webpage development is well underway. Village of Oak Brook had a web attack. Director Franco is reviewing our web security and training. All 8 Proviso Libraries are now fine free and we will be offering the Proviso Passport in the fall.
- e. Strategic plan and Policy updates – Director Franco has engaged a consultant to help update the financial policies to the specification of the current law. We will be reviving the Financial Committee to help update the policies.
- f. Personnel – we are getting close to hiring someone for the marketing specialist/adult programming position.
- g. Policy Review – we will be reviewing the personnel manual and updating the vacation accrual policies.
- h. Continuing Education and Meetings
  - i. Director Franco will be on the Illinois Library Association's Award Committee.
  - ii. Trustee Education – there are Trustee education sessions at the Illinois Library Association Conference on October 20, 2022. Trustees are

encouraged to attend. Director Franco is planning a board training session for the fall.

- i. 3 Things to Share
  1. New Strategic Plan – Top Goals: improving our space, building community engagement, generating new marketing efforts, and enhancing our internal organization.
  2. We are developing a Business Library Card for Hillside businesses. We have a ton of resources to help business owners to grow their business.
  3. Meet a Librarian at Eisenhower Park – for the next 2 Fridays from 10am – 1pm. You can pick up a craft, return library books, and check in with summer reading. We will be doing more of these popup library events around town.
- j. Donna Kassar made a motion to ACCEPT THE DIRECTOR’S REPORT FOR JULY 20, 2022. Shirley Wachowski 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, Shirley Wachowski - AYE

## 8. UNFINISHED BUSINESS

- a. Strategic Plan – Maureen Sypkens made a motion to approve the Strategic Plan. Shirley Wachowski 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, Shirley Wachowski – AYE
- b. Sunday Hours – we will make a final decision at the August meeting if we will be opening on Sundays in the Fall. Most libraries in Proviso Township are closed on Sundays. The traffic is very low and the librarians time could be better used at other times during the week. We will reach out to the area schools to see if they would encourage students to use the library on the weekends.

## 9. NEW BUSINESS

- a. Review *Serving our Public*: Chapter 4 - Some requirements we are working on currently such as improving space, understanding ADA requirements and making the changes that we can, and landscaping changes. When we move into the new building, we will address the issues that we are unable to complete in our current space.
- b. Business Library Card – we can give cards to businesses in Hillside. We can now reach out to them to help with marketing, investments, and skills improvements. Director Franco talked to Hillside Berkeley Chamber of Commerce members and generated a lot of interest. Jeanine Vaugh moved to APPROVE THE BUSINESS LIBRARY CARD 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, Shirley Wachowski – AYE

- c. Overnight Cleaning Service – Director Franco received bids from 3 new cleaning companies. She chose one with great references and that will clean every day we are open. Bill Spain motioned to APPROVE CLEANING SERVICES FOR THE CRYSTAL MAINTENANCE COMPANY FOR \$1970 PER MONTH. 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, Shirley Wachowski – AYE

10. NEXT MEETING – August 17, 2022.

11. ADJOURNMENT – Mohyeddin Kassar moved to adjourn the meeting at 8:23 pm. 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, Shirley Wachowski – AYE

**BOARD MEETING**

**July 20, 2022**

**CORRECTED**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF June 30, 2022**

|                                   |    |           |
|-----------------------------------|----|-----------|
| <u>GENERAL EXPENSES</u>           | \$ | 25,058.82 |
| <u>PAYROLL EXPENSES</u>           | \$ | 56,094.33 |
| <u>BANK FEES; MAINTENANCE FEE</u> | \$ | 721.94    |
| <u>CHARGE CARDS FEE</u>           | \$ | 66.16     |
| <u>TOTAL EXPENDITURES</u>         | \$ | 81,941.25 |

**RECEIPTS AS OF July 20, 2022**

|                                       |    |           |
|---------------------------------------|----|-----------|
| <u>FINES, FEES &amp; MISC. INCOME</u> | \$ | 374.39    |
| <u>PER CAPITA GRANT</u>               | \$ |           |
| <u>INTEREST INCOME</u>                |    |           |
| Interest on taxes                     | \$ | 1003.83   |
| Republic Bank                         | \$ | 970.82    |
| Illinois Funds Reinvest               | \$ | 714.86    |
| <u>TAXES PRIOR YEARS</u>              | \$ |           |
| <u>TAXES CURRENT</u>                  | \$ | 18,720.44 |
| <u>TAXES DEFERRED</u>                 | \$ |           |
| <u>CORPORATE REPLACEMENT TAXES</u>    | \$ | 72,042.39 |
| <u>OTHER</u>                          | \$ |           |
| <u>TOTAL RECEIPTS</u>                 | \$ | 93,826.73 |

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

BANK: Savings Account to Expense Account

|             |    |            |
|-------------|----|------------|
| 1) Transfer | \$ | 142,138.81 |
| 2) Deposit  |    |            |
| 3) Other    |    |            |

BANK: Expense Account to Savings Account

|             |    |           |
|-------------|----|-----------|
| 1) Transfer | \$ | 82,172.33 |
| 2) Deposit  |    |           |
| 3) Other    |    |           |

BANK: Expense Account to Payroll Account

|             |    |           |
|-------------|----|-----------|
| 1) Transfer | \$ | 79,535.06 |
| 2) Deposit  |    |           |
| 3) Other    |    |           |

BANK: Payroll Account to Expense Account

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