

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

405 N. Hillside Avenue, Hillside, IL 60162

Via Zoom

Minutes for Regular Meeting of August 17, 2022

CALL TO ORDER

President Sypkens called the meeting to order at 7:01 PM.

ROLL CALL

Trustees Present:

President: Maureen Sypkens

Trustee: Mohyeddin Kassar

Treasurer: Bill Spain

Trustee: Fred Barge

Secretary: Donna Kassar

Trustee: Jeanine Vaughn

Trustees Absent:

Vice President: Shirley Wachowski

The chair declared a quorum was present.

Staff Present:

Amy Franco

Library Director

Maura Terrado

Adult & Youth Department Director

Sandy Martinez

Circulation & Facilities Manager

Others Present:

Jamie Rachlin

AUDIENCE PARTICIPATION

Maura Terrado, Adult & Youth Department Director, and Sandy Martinez, Circulation & Facilities Manager, gave a brief presentation to the Board. Summer reading registration increased 38% compared to 2021, and program attendance also increased. A new Marketing & Events Specialist will start work on August 22 to fill the vacancy of Robin Fuener, who retired earlier this year. New magazines have been added to the collection to replace some that are now out of print or only published digitally. Reference librarians are weeding and updating the nonfiction collection. Library traffic is also up 89% compared to 2021, including notable increases in library cards (+ 98%), museum passes (+ 89%) and checkouts (+ 33%). Sandy is now also in charge of facilities management, and circulation staff have been cleaning and decluttering the building all summer. The Beyond Books collection is expanding and the library will add bilingual notary service soon. All library staff are now responsible for outreach, and our first opportunities will be back-to-school events at Hillside School, Berkeley Schools, and Proviso West.

Jamie Rachlin of Meristem Advisors gave a brief presentation to the Board. The library has contracted with Jamie to review and update all financial policies, and to conduct some budget projections to prepare for the new building. Jamie works with over 70 local libraries to help organize finances, plan investments, and plan for future financial needs. Jamie will be making recommendations to update the policies to reflect current best practices, put the appropriate parameters in place, and look for investment opportunities. The Board should appoint a finance committee to discuss policy revisions and recommendations before bringing a decision to the full board for approval. He will also review the plan for capital improvements and fund balances.

MINUTES OF PREVIOUS MEETINGS

President Sypkens moved to accept the minutes of the Regular Meeting on July 20, 2022, seconded by Trustee M. Kassar. Motion carried; roll call vote unanimous.

Secretary D. Kassar moved to accept the minutes of the Special Meeting on August 8, 2022, seconded by President Sypkens. Motion carried; roll call vote unanimous.

COMMUNICATIONS

The Board review the monthly communications.

OFFICERS' REPORTS

Treasurer Spain reported on the financials for the month. Some of the year-to-date expenditures are in flux due to pre-audit work completed by ATA Group. Due to the delay in Cook County property taxes, the library is dipping into fund balances to pay bills but will not be applying for the Local Government Bridge Funding Program. Of note, \$1,947.00 was paid to Chilltec for an emergency HVAC repair; \$2,245.00 was paid to HR Source for training department heads on performance management; \$4,108.40 was paid to Interior Investments to replace broken staff office chairs; \$10,545.00 was paid to JP's Landscaping for the front patio project and monthly maintenance; and \$7,200.00 was paid to Sikich for the first installment for the annual audit.

FINANCIAL REPORTS

President Sypkens moved to authorize expenditures for goods and services totaling \$72,854.27 and payroll expenses totaling \$71,471.05 as listed in the July 2022 Resolution for Review of Bills, seconded by Trustee Barge. Motion carried; roll call vote unanimous.

DIRECTOR'S REPORT

Director Franco reviewed the statistics for the month. Of note, the landscaping project for the front of the building is complete, the building has passed fire suppression systems inspections, and basement flooding continues to present problems. The logo and website project is in the works. Technology improvements continue, including discussion of a new server and server software, as well as spam filters and cloud backups. Staff are working with the Hillside Fire Department to stock their new Little Free Library. Director Franco is working with the Bellwood and Berkeley libraries to support their patrons during their renovation projects. The Board discussed the rate of inflation and how it will affect the budget and levy process. The library will close on September 30 for a staff in-service, which will focus on training staff to provide excellent service to patrons with disabilities.

Three things to share: Marlee Matlin is the guest speaker for ILP on September 14; stop by the Hillside Fire Department to view their new Little Free Library the Library is helping to keep stocked; and the Proviso Libraries Treasure Map starts September 1.

President Sypkens moved to accept the Director's Report, seconded by Treasurer Spain. Motion carried; roll call vote unanimous.

APPOINTING COMMITTEES

President Sypkens moved to nominate Treasurer Spain, Vice President Wachowski, and President Sypkens to the Finance Committee, seconded by Treasurer Spain. Motion carried; roll call vote unanimous. First meeting will be scheduled soon.

COMMITTEE REPORTS

None.

UNFINISHED BUSINESS

Treasurer Spain moved to approve Sunday closures for the 2022-23 school year, seconded by Trustee M. Kassar. Motion carried; roll call vote unanimous.

NEW BUSINESS

The Board reviewed Chapter 5 of *Serving Our Public: Standards for Illinois Public Libraries 4.0*.

The Board discussed how to handle library materials challenges and talked through likely scenarios.

Treasurer Spain moved to approve the Tuition Reimbursement Request from Monzerrat Rodriguez in the amount of \$2,533, seconded by Trustee M. Kassar. Motion carried; roll call vote unanimous.

ADJOURNMENT

Secretary D. Kassar moved to adjourn the Library Board Meeting, seconded by Treasurer Spain. Motion carried; roll call vote unanimous. Meeting adjourned at 8:19 PM.

Prepared by Amy Franco, Library Director

BOARD MEETING
August 17, 2022

AMENDED TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF July 31, 2022

<u>GENERAL EXPENSES</u>	\$	72,854.27
<u>PAYROLL EXPENSES</u>	\$	71,471.05
<u>BANK FEES; MAINTENANCE FEE</u>	\$	912.15
<u>CHARGE CARDS FEE</u>	\$	65.97
<u>TOTAL EXPENDITURES</u>	\$	145,303.44

RECEIPTS AS OF AUGUST 17, 2022

<u>FINES, FEES & MISC. INCOME</u>	\$	500.75
<u>PER CAPITA GRANT</u>	\$	
<u>INTEREST INCOME</u>		2,769.77
Interest on taxes	\$	
Republic Bank	\$	1,329.87
Illinois Funds Reinvest	\$	1,439.90
<u>TAXES PRIOR YEARS</u>	\$	
<u>TAXES CURRENT</u>	\$	200.59
<u>TAXES DEFERRED</u>	\$	
<u>CORPORATE REPLACEMENT TAXES</u>	\$	
<u>OTHER</u>	\$	
<u>TOTAL RECEIPTS</u>	\$	3,471.11

2. Ratification and Confirmation of Investments:

<u>BANK: Savings Account to Expense Account</u>	
1) Transfer	\$ 65,392.39
2) Deposit	
3) Other	
<u>BANK: Expense Account to Savings Account</u>	
1) Transfer	\$ 25.91
2) Deposit	
3) Other	
<u>BANK: Expense Account to Payroll Account</u>	
1) Transfer	\$ 42,209.85
2) Deposit	
3) Other	
<u>BANK: Payroll Account to Expense Account</u>	
<u>ACTIVITY: 1) Transfer</u>	\$
2) Deposit	
3) Other	