

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – September 21, 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, Mohyeddin Kassar
ABSENT: Shirley Wachowski, Fred Barge, Jeanine Vaughn
Guests: Director Amy Franco, Ron Vaisvila
3. APPROVAL OF MINUTES – Mohyeddin Kassar made a motion to APPROVE THE MINUTES FOR THE MEETING ON AUGUST 17, 2022. Maureen Sypkens seconded the motion. The motion passed by voice vote.
4. EXECUTIVE SESSION – Maureen Sypkens made a motion to ADJOURN TO EXECUTIVE SESSION, CITING 5 ILCS 120/2(c)(1), EXCEPTION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF A SPECIFIC EMPLOYEE OF THE PUBLIC BODY at 7:12pm. Bill Spain seconded the motion. The motion passed by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Mohyeddin Kassar - AYE. Absent – Shirley Wachowski, Fred Barge, Jeanine Vaughn.

The Board returned to Open Session at 7:47pm.

Maureen Sypkens made a motion to TAKE ACTION AS DISCUSSED IN THE EXECUTIVE SESSION ABOUT EMPLOYEE DISCIPLINARY ACTION AND EMPLOYEE AGREEMENT. Bill Spain seconded the motion. The motion passed by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Mohyeddin Kassar - AYE. Absent – Shirley Wachowski, Fred Barge, Jeanine Vaughn.
5. COMMUNICATIONS – The Board reviewed the monthly communications. Again this month the Library has received positive mention in The Village Free Press and comments from community members.
6. TREASURER'S REPORT – Bill Spain presented the Treasurer's Report from September 17, 2022, and the Financial Statement from August 31, 2022. Maureen Sypkens made a motion to ACCEPT THE TREASURER'S REPORT FOR AUGUST 17, 2022, WITH CORRECTION, THE TREASURER'S REPORT FOR SEPTEMBER 21 AND THE

FINANCIAL STATEMENT FOR AUGUST 31, 2022, AND THE EXPENDITURES AND PAYROLL REPORT FOR AUGUST 31, 2022. Bill Spain seconded the motion. The motion passed by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Mohyeddin Kassar - AYE. Absent – Shirley Wachowski, Fred Barge, Jeanine Vaughn.

7. DIRECTOR'S REPORT

- a. Building and Grounds –
 - i. Meeting Rooms – The Library is receiving requests from community members to use the meeting rooms. First, we need to address issues of staffing, reservation management, air quality issues and updating the meeting room policy.
 - ii. Landscaping – the bushes on the north side of the building were removed and the maple trees on the west lawn are distressed and will be assessed to see if they can be saved.
- b. Marketing and Webpage – Work continues on the new website. Nametags and business cards are on order.
- c. Safety and Security – The Safety Committee is meeting to develop a new emergency manual. Staff IT security training will be conducted soon. More information about the Oakbrook ransomware attack in June is available. The attack came from Iran and the Village did not pay the ransom. Their backup systems insured that no data was lost. We have a similar plan in place for the Library. Our insurance will be returning to the highest level in January as we now meet all safety standards.
- d. Technology –
 - i. Antivirus software has been upgraded on all computers
 - ii. We have purchased new bar code scanners and receipt printers for circulation which will improve customer service and seamlessly interface with SWAN partners.
 - iii. Internet bandwidth – increased library foot traffic means we need to increase bandwidth to support internet usage. We are investigating upgrading to fiber service.
 - iv. Internet outage on Sept 7 – staff worked hard to accommodate patrons during the outage.
- e. Personnel – Amy Gullo has resigned. We will hire a replacement once the marketing person is fully onboarded.
- f. Outreach/Community Engagement/Programming – staff have been going to back to school events in Hillside and Berkeley and will have a booth at the Hillside Autumn Fest.
- g. Continuing Education and Meetings –
 - i. Staff In-Service on September 30 – The library will be closed for the In-Service. The theme is providing excellent customer service for people with disabilities.

- ii. Illinois Library Association annual conference on October 18-20. Staff and trustees will be attending.
- h. 3 Things to Share
 - i. 1000 Books Before Kindergarten – The Library launched this program which encourage early literacy, promotes bonding with caregivers and prepares children for early success in school.
 - ii. There are four trustee seats up for election in the spring. Ask friends and neighbors if they are interested in running for these positions. Questions can be directed to Director Franco at afranco@hillsidelibrary.org or 708-304-9300
 - iii. The Proviso Township Library Treasure Hunt continues through September 30. Each library will be giving away a \$100 Amazon gift card.
- i. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR’S REPORT FOR SEPTEMBER 21, 2022. Bill Spain seconded the motion. The motion carried by voice vote.

8. COMMITTEE REPORTS

- a. Finance Committee
 - i. Bill Spain is the chair of the Finance Committee. Maureen Sypkens and Shirley Wachowski are members. The first meeting was to talk about goals and plans for the library. They will be updating the investment policy.
 - ii. The Library has a history of budget surpluses to be used for the new building. Bill Spain made a motion to ACCEPT THE FINANCE COMMITTEE REPORT. Mohyeddin Kassar seconded the motion. Motion carried by voice vote.

9. NEW BUSINESS

- a. Review *Serving our Public*: Chapter 6: Safety – Action Plan. We have completed many of the requirements and are working toward completing all requirements by next year.
- b. Approval of Special Reserve Fund – We will be creating a capital improvement plan and transferring money into the capital projects fund. Bill Spain made a motion to APPROVE A RESOLUTION DETERMINING TO ACCUMULATE AND SET APART A SPECIAL RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, FOR THE CONSTRUCTION AND EQUIPMENT OF BUILDINGS, FOR THE RENTAL AND REPAIR OF BUILDINGS ACQUIRED FOR LIBRARY PURPOSES, AND FOR PLANNED OR EMERGENCY REPAIRS AND ALTERATIONS OF LIBRARY BUILDINGS AND EQUIPMENT. Donna Kassar seconded the motion. The motion passed by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Mohyeddin Kassar - AYE. Absent – Shirley Wachowski, Fred Barge, Jeanine Vaughn.

- c. Approval of Interlibrary Loan Policy – Bill Spain made a motion to APPROVE THE UPDATED INTERLIBRARY LOAN POLICY. Mohyeddin Kassar seconded the motion. Motion carried by voice vote.

10. NEXT MEETING – October 19, 2022.

11. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:29 pm. Bill Spain seconded the motion. The motion carried by voice vote.

**BOARD MEETING
September 21, 2022**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF AUGUST 31, 2022

GENERAL EXPENSES	\$	57,093.28
PAYROLL EXPENSES	\$	50,966.65
BANK FEES; MAINTENANCE FEE	\$	1,222.99
CHARGE CARDS FEE	\$	136.14
<u>TOTAL EXPENDITURES</u>	\$	109,419.06

RECEIPTS AS OF SEPTEMBER 21, 2022

FINES, FEES & MISC. INCOME	\$	456.95
PER CAPITA GRANT	\$	12,272.00
INTEREST INCOME	\$	3,594.71
Interest on taxes	\$	1,633.34
Republic Bank	\$	1,633.34
Illinois Funds Reinvest	\$	1,961.37
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	2,857.08
Republic Bank maintenance fee refund	\$	2,857.08
<u>TOTAL RECEIPTS</u>	\$	19,180.74

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

1) Transfer	\$	132,253.88
2) Deposit		
3) Other		

BANK: Expense Account to Savings Account

1) Transfer	\$	
2) Deposit		
3) Other		

BANK: Expense Account to Payroll Account

1) Transfer	\$	49,951.05
2) Deposit		
3) Other		

BANK: Payroll Account to Expense Account

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