

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – October 19, 2022
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:03 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
PRESENT ON ZOOM: Shirley Wachowski joined at 7:07pm
ABSENT: Jeanine Vaughn, Mohyeddin Kassar
Guests: Director Amy Franco, Carmen Parker
3. AUDIENCE PARTICIPATION: Carmen Parker gave the Board a presentation on her role and her duties as Acquisitions Manager. Carmen maintains the collections and performs the weeding of outdated collection materials. Weeding the collection allows patrons to more easily find items they are looking for. Carmen and her staff are preparing the collection for the move to the new space.
4. APPROVAL OF MINUTES – Bill Spain made a motion to APPROVE THE MINUTES FOR THE MEETING ON SEPTEMBER 21, 2022. Donna Kassar seconded the motion. The motion passed by voice vote.
5. COMMUNICATIONS – The staff received several positive comments from patrons. Hillside Library was featured as the ILA Member Photo of the Month for September. Staff completed the Disability Awareness Training. Director Franco responded to patron letter outlining issues he sees with the library.
6. TREASURER'S REPORT – Bill Spain presented the Treasurer's Report from October 19, 2022, and the Financial Statement from September 30, 2022. The Board will be receiving the Treasurer's Report in a new format which details the Fund Balances. Currently Fund Balances are mostly negative. We will be correcting those balances as soon as possible.

Maureen Sypkens made a motion to ACCEPT THE TREASURER'S REPORT FOR OCTOBER 19, 2022, AND THE FINANCIAL STATEMENT FOR SEPTEMBER 30, 2022, AND THE EXPENDITURES AND PAYROLL REPORT FOR SEPTEMBER 30, 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, Shirley

Wachowski – AYE. ABSENT - Jeanine Vaughn, Mohyeddin Kassar.

7. DIRECTOR'S REPORT

- a. Per the strategic plan, we are changing focus from circulation to outreach. Although circulation statistics are slightly down, interactions with patrons are increasing.
- b. Building and Grounds –
 - i. The north side of the building landscaping is complete. The south side of the building needs to be updated to allow better access to the building. Curb cuts are being investigated for the spring.
 - ii. There was a power surge on September 26, 2022. Nothing was significantly damaged.
- c. Business Office – With the recent turnover in the business office, we are going to:
 - i. Conduct a forensic payroll review,
 - ii. Outsource payroll to Lauterbach & Amen, LLP,
 - iii. The Finance Clerk will be responsible for processing and filing invoices and checks, and processing deposits
 - iv. Other duties will be divided among department heads
- d. Technology – We have continued to experience outages from Comcast. The best option for upgrading service is to purchase service directly from the Village for \$300 per month.
- e. RAILS/SWAN Updates – The executive director of RAILS is retiring.
- f. Outreach/Community Engagement/Programming – Staff has participated in Village events including Autumn Fest.
- g. Personnel – 3 staff resignations. The Management Team has finalized the employee evaluation document and will conduct first meetings in the next month, so all employees have time to work on their goals.
- h. Continuing Education and Meetings – The staff attended an in-service on serving patrons with disabilities on September 30. Director Franco is attending the Illinois Library Association's Annual Conference the week.
- i. 3 Things to Share
 - i. 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
 - ii. Library Staff will be attending community events including the Veteran's Day Parade.
 - iii. On September 30, the staff participated in an In-Service Training Day. The staff heard updates on the strategic plan reviewed the new logo and specs for the new building. They also heard a presentation from JJ's List to assist staff with acceptable language and behaviors for interactions with patrons with disabilities.

- iv. The library has installed 2 comfy armchairs in the lobby so patrons and staff can take advantage of the natural lighting.
- j. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR'S REPORT FOR OCTOBER 19, 2022. Bill Spain seconded the motion. The motion carried by voice vote.

8. NEW BUSINESS

- a. Review of *Serving our Public*: Chapter 7 – we are up to date on all parts of this section. We have made changes in the Acquisitions Department with respect to weeding etc.
- b. Semi-Annual Review of Minutes of Closed Meetings – In compliance with 5ILCS 120 2.06, the board reviewed the minutes of closed meetings. Bill Spain made a motion to RELEASE EXECUTIVE SESSION MINUTES FOR THE PREVIOUS 6 MONTHS. Maureen Sypkens seconded the motion. Motion carried by voice vote.
- c. Review of Verbatim Recordings of Board Meetings Held Remotely under State Executive Orders – Bill Spain made a motion to DESTROY EXISTING RECORDINGS OF BOARD MEETINGS HELD REMOTELY UNDER STATE EXECUTIVE ORDERS. Maureen Sypkens seconded the motion. Motion carried by voice vote.
- d. Review of Resolution 2023-03: Appropriation determination and determination of amounts to be levied for library purposes for the fiscal year 2022-2023. The Board review the proposed Levy. The Board will vote on the Levy at the next Board meeting.
- e. Approval of Contract for Sikich LLP for Forensic Review: Maureen Sypkens made a motion to APPROVE THE CONTRACT FOR SIKICH LLP TO PROVIDE A FORENSIC REVIEW OF PAYROLL FOR THE 2022 CALENDAR YEAR TO DATE IN AN AMOUNT NOT TO EXCEED \$8,500. Donna Kassar seconded the motion. Motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE. ABSENT - Jeanine Vaughn, Mohyeddin Kassar.
- f. Approval of Contract for Lauterbach & Amen LLP: Bill Spain made a motion to APPROVE THE CONTRACT FOR LAUTERBACH & AMEN LLP TO PROVIDE PAYROLL PROCESSING SERVICES, TIME AND ATTENDANCE TRACKING, HR MANAGEMENT, SCHEDULING, AND SUPPORT. Maureen Sypkens seconded the motion. Motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE. ABSENT - Jeanine Vaughn, Mohyeddin Kassar.
- g. Approval of Employment Agreement for Dorothy Muellner. Bill Spain made a motion to APPROVE THE EMPLOYMENT AGREEMENT FOR DOROTHY MUELLNER. Donna Kassar seconded the motion. Motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred

Barge – AYE, Shirley Wachowski – AYE. ABSENT - Jeanine Vaughn, Mohyeddin Kassar.

- h. Approval of Updating Signers on Illinois Funds Account. Maureen Sypkens made a motion to APPROVE UPDATING SIGNERS ON ILLINOIS FUNDS ACCOUNT. Bill Spain seconded the motion. Motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE. ABSENT - Jeanine Vaughn, Mohyeddin Kassar.

9. NEXT MEETING – November 16, 2022.

10. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:16 pm. Fred Barge seconded the motion. The motion carried by voice vote.

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR OCTOBER 2022
 October 19, 2022

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF SEPTEMBER 30, 2022

OPERATIONS		\$41,740.34
PERSONNEL		\$64,585.21
BANK FEES:	Maintenance Fee	\$67.09
	Charge Card Fees	\$15.57
TOTAL EXPENDITURES		<u>\$106,408.21</u>

RECEIPTS AS OF SEPTEMBER 30, 2022

FINES, FEES & MISCELLANEOUS INCOME		\$142.75
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$1,806.25
	Illinois Funds Reinvest	\$2,190.63
TAXES PRIOR YEARS		\$0.00
TAXES CURRENT		\$0.00
TAXES DEFERRED		\$0.00
CORPORATE REPLACEMENT TAXES		\$0.00
OTHER		\$0.00
TOTAL RECEIPTS		<u>\$4,139.63</u>

2. Fund Balances as of September 30, 2022

11-2900	Library Fund (Cash & Investment)	\$942,177.05
71-2900	Building Reserve Fund	\$2,063,816.92
80-2900	Building Maintenance Fund	-\$50,257.75
91-2900	FICA Fund	-\$25,404.91
92-2900	IMRF Fund	-\$61,898.90
93-2900	Unemployment Fund	\$27,313.30
94-2900	Workers' Comp Fund	-\$1,833.65
95-2900	Insurance Fund	-\$21,641.89
96-2900	Audit Fund	-\$1,551.73
TOTAL FUND BALANCES		<u>\$2,870,718.44</u>