

HILLSIDE PUBLIC LIBRARY  
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – November 16, 2022  
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:01 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, Jeanine Vaughn, Fred Barge. PRESENT ON ZOOM: Shirley Wachowski joined at 7:02pm  
ABSENT: Mohyeddin Kassar  
Guests: Director Amy Franco, Tiffany Nash, Dan Pohrte, Ron Vaisvila
3. AUDIENCE PARTICIPATION:
  - a. Tiffany Nash and Dan Pohrte of Product Architecture + Design gave the Board an updated presentation and slide show on the plans for the new library space. They are working with the architect for the Village of Hillside to use the most up to date information about the new space. They expect bidding to begin in the Spring.
  - b. Ron Vaisvillla presented the board with his concerns over a few books that are in the Library's collection.
4. APPROVAL OF MINUTES – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE MEETING ON OCTOBER 19, 2022, with the updated Treasurer's Report. Bill Spain seconded the motion. The motion passed by voice vote.
5. COMMUNICATIONS – The staff received many positive comments from patrons. The community is responding to the changes we are making to the Library and the library services. Our marketing specialist is getting more Hillside Library mentions in local news outlets. We still have not been able to get our Facebook page reinstated. We will plan to open a new Facebook page when we launch the new website.
6. SECRETARY'S REPORT - Donna Kassar attended the Trustee Day for the Illinois Library Association. She shared some resources for trustees with the Board. Maureen Sypkens moved to ACCEPT THE SECRETARY'S REPORT. Bill Spain seconded the motion. The motion carried by voice vote.
7. TREASURER'S REPORT – Bill Spain presented the Treasurer's Report from November 16, 2022, and the Financial Statement from October 31, 2022. The Fund Balances are still mostly negative. We will be correcting those balances with the Levy.

Maureen Sypkens made a motion to ACCEPT THE TREASURER’S REPORT FOR NOVEMBER 16, 2022, AND THE FINANCIAL STATEMENT FOR OCTOBER 31, 2022. Jeanine Vaughn 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, Jeanine Vaughn - AYE. ABSENT - Mohyeddin Kassar.

## 8. DIRECTOR’S REPORT

### a. Building and Grounds

- i. We renewed the contract with the landscaping company. Sandy, Facilities Manager, will be updating contracts with all vendors and creating a maintenance plan for this building.
- ii. The power surge in September affected the HVAC system. The HVAC vendor was able to repair it and completed the semiannual maintenance.

### b. Business Office

- i. The staff is getting trained in their new roles.
  - ii. The audit is complete, but we are waiting for the forensic payroll review to finish in order to see if there are any changes that need to be incorporated into the audit.
  - iii. Payroll migration was successfully completed and now Lauterbach & Amen are now handling all payroll. Additional new features for the payroll platform will be added in the next few months.
  - iv. We will be reimbursing staff for small expenditures through checks. The petty cash fund transactions will now be approved exclusively for emergencies.
  - v. PTO schedules will now be updated bi-weekly and will be migrated into the payroll system soon. We will be updating vacation and holiday policies.
- c. Technology – KnowBe4 will be launching our cybersecurity training for staff next month. An initial simulated phishing email had 20% of employees click on it. Training will help with staff awareness. This is the final layer of our Business Continuity and Disaster Recovery plan.
- d. Outreach/Community Engagement/Programming – Staff have been participating in many community-wide events such as marching in the Veteran’s Day Parade, and they will be participating in the Winter Wonder Fest in December.
- e. Personnel – 1 staff resignation. Mini-evaluations and goal setting are underway and job descriptions will be finalized for all employees before Thanksgiving. All department heads have completed training on staff evaluations through HR Source.
- f. Continuing Education and Meetings
- i. There is a fake newspaper circulating in our area called the West Cook News and the DuPage Policy Journal. The Illinois Press Association has declared that these publications are not legitimate sources of news. We will be strengthening our Intellectual Freedom Policy following recent

book challenges. The library is here to provide access to materials. We do not censor books. Parents need to have an active role in what their children access in the library.

- g. Things to Share
  - i. The Library calendar is full of events for November!
  - 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](mailto:afranco@hillsidelibrary.org) or 708-304-9300
- h. Donna Kassar made a motion to ACCEPT THE DIRECTOR'S REPORT FOR NOVEMBER 16, 2022. Bill Spain seconded the motion. The motion carried by voice vote.

## 9. NEW BUSINESS

- a. Review of *Serving our Public*: Chapter 8 – we are up to date on all parts of this section.
- b. Review of Resolution 2023-03: Levy. Bill Spain made a motion to APPROVE RESOLUTION 2023-03: APPROPRIATION DETERMINATION AND DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES FOR FISCAL YEAR 2022-2023. Maureen Sypkens 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, Jeanine Vaughn - AYE. ABSENT - Mohyeddin Kassar.
- c. Tuition Reimbursement – Donna Kassar made a motion to APPROVE TUITION REIMBURSEMENT REQUEST FROM ALLISON VALTIERREZ-MOJICA IN THE AMOUNT OF \$2950. Bill Spain 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, Jeanine Vaughn - AYE. ABSENT - Mohyeddin Kassar.
- d. Official Holiday Closing Dates – Maureen Sypkens made a motion to APPROVE RESOLUTION 2023-04: A RESOLUTION ESTABLISHING THE OFFICIAL HOLIDAY/CLOSING DATES FOR THE HILLSIDE PUBLIC LIBRARY FOR THE CALENDAR YEAR 2023. Bill Spain seconded the motion. The motion carried by voice vote.
- e. Board Meeting Dates – Bill Spain made a motion to APPROVE RESOLUTION 2023-05: A RESOLUTION ESTABLISHING THE OFFICIAL MEETING DATES FOR THE HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES FOR THE CALENDAR YEAR 2023. Jeanine Vaughn seconded the motion. The motion carried by voice vote.

## 10. NEXT MEETING – January 18, 2023.

11. Reminder – the annual Board dinner will tentatively be on January 7, 2023.

12. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:20 pm. Jeanine Vaughn seconded the motion. The motion carried by voice vote.

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**TREASURER'S REPORT FOR NOVEMBER 2022**  
November 16, 2022

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

**EXPENDITURES AS OF OCTOBER 31, 2022**

OPERATIONS		\$37,076.88
PERSONNEL		\$63,532.09
BANK FEES:	Maintenance Fee	\$173.99
	Charge Card Fees	\$0.00
<b>TOTAL EXPENDITURES</b>		<b><u>\$100,782.96</u></b>

**RECEIPTS AS OF OCTOBER 31, 2022**

FINES, FEES & MISCELLANEOUS INCOME		\$547.05
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$2,494.16
	Illinois Funds Reinvest	\$2,758.98
TAXES PRIOR YEARS		\$0.00
TAXES CURRENT		\$0.00
TAXES DEFERRED		\$0.00
CORPORATE REPLACEMENT TAXES		\$0.00
OTHER		\$0.00
<b>TOTAL RECEIPTS</b>		<b><u>\$5,800.19</u></b>

**2. Fund Balances as of October 31, 2022**

11-2900	Library Fund (Cash & Investment)	\$859,562.36
71-2900	Building Reserve Fund	\$2,064,202.89
80-2900	Building Maintenance Fund	-\$60,173.71
91-2900	FICA Fund	-\$29,749.30
92-2900	IMRF Fund	-\$64,673.84
93-2900	Unemployment Fund	\$27,226.11
94-2900	Workers' Comp Fund	-\$1,833.65
95-2900	Insurance Fund	-\$22,308.89
96-2900	Audit Fund	-\$2,291.54
<b>TOTAL FUND BALANCES</b>		<b><u>\$2,769,960.43</u></b>