

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – January 18, 2023
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, J-nine Vaughn, Fred Barge, Mohyeddin Kassar.
PRESENT ON ZOOM: Shirley Wachowski
Guests: Director Amy Franco, Ron Vaisvila, Stephanie Roon
3. AUDIENCE PARTICIPATION:
 - a. Ron Vaisvila presented the board with his concerns over a few books that are in the Library's collection and his correspondence with Director Amy Franco concerning those books.
 - b. Stephanie Roon, the new Marketing & Events Specialist, presented her efforts to improve our social media presence on Instagram and Twitter; updates to our new website and our Facebook page; and upcoming events and staff training that she has been organizing.
4. APPROVAL OF MINUTES – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON NOVEMBER 16, 2022. Mohyeddin Kassar seconded the motion. The motion passed by voice vote.
APPROVAL OF MINUTES FROM THE FINANCE COMMITTEE – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE FINANCE COMMITTEE MEETING ON January 12, 2023. Bill Spain seconded the motion. The motion passed by voice vote.
5. COMMUNICATIONS – The staff received a number of very positive comments from patrons. The community is responding to the changes we are making to the Library and the library services.
6. TREASURER'S REPORT – Bill Spain presented the Treasurer's Reports from December 21, 2022, and January 18, 2023. He also presented the Financial Statements from November 30, 2022, and December 31, 2022.

Maureen Sypkens made a motion to ACCEPT THE TREASURER'S REPORTS FOR DECEMBER 21, 2022, AND JANUARY 18, 2023, AND THE FINANCIAL

STATEMENTS FOR NOVEMBER 30, 2022, AND DECEMBER 31, 2022. Mohyeddin Kassar 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, J-nine Vaughn– AYE, Mohyeddin Kassar - AYE.

7. DIRECTOR’S REPORT

- a. Building and Grounds
 - i. The library purchased seven smart leak detectors and three smart thermometers. These send messages to certain staff members when water is detected and/or the temperature is outside of certain ranges. This will allow remote monitoring of physical conditions in the library.
- b. Business Office
 - i. Tax Revenue has started to arrive. The Village Board unanimously approved our levy. The Friends of the Library donated \$300 toward our summer reading program.
 - ii. Insurance Premium – we paid the total annual fee in order to avoid finance charges. Director Franco is investigating joining an Insurance Pool to increase insurance coverage.
 - iii. We are up to date on all certifications. The Per Capita Grant has been submitted.
 - iv. Cyber Security – We have a new cyber security training platform for staff. We will be evaluating a new cyber security company for next year.
 - v. Internet – we have an updated Comcast cable from the street to the modem. It has been working better for both staff and patrons.
- c. Technology – Our current IT vendor, Versatile, has been slow to update our equipment and software. Director Franco is investigating other vendors.
- d. Personnel – The CPI is very high again this year. Also, the increased to minimum wage is causing salary compression on the lower end of the wage scale. Director Franco will bring recommendations for increases to staff salaries to the February meeting.
- e. Department heads will be submitting monthly reports to the Board.
- f. 3 Things to Share
 - i. The Library hosted a Blood Drive in January. This may become a regular event.
 - ii. We won ILA Photo of the Year!
 - iii. The Friends of the Library donated \$300 for summer reading.
- g. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR’S REPORT FOR JANUARY 18, 2023. J-nine Vaughn seconded the motion. The motion carried by voice vote.

8. FINANCE COMMITTEE

- a. The investment policy has been reviewed and update. The priorities are legality, safety, liquidity and yield.

- b. PFM is a local government investment pool.
 - c. Recommendations are:
 - i. Approve revised investment policy at the January board meeting
 - ii. Reconfigure tax deposits to go into PFM and draw as needed.
 - iii. Keep about \$1 million in Illinois Funds
 - iv. Ladder short-term investments in PFM.
 - d. Bill Spain made a motion to ACCEPT THE FINANCIAL COMMITTEE REPORT. Mohyeddin Kassar seconded the motion. Motion carried by voice vote.
9. NEW BUSINESS
- a. Review of *Serving our Public*: Chapters 9-10 We are updating our policies as needed. Our current policy is acceptable.
 - b. Strategic Plan progress – we have made a lot of progress toward our Strategic Plan goals. We will continue to review twice a year.
 - c. Approval of Revise Investment Policy – Bill Spain made a motion to APPROVE THE REVISED INVESTMENT POLICY. J-nine Vaughn seconded the motion. Motion carried by Roll Call vote: : Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE, J-nine Vaughn – AYE, Mohyeddin Kassar - AYE.
 - d. Approval of revised Meeting Room Policy and Application – The staff will be handling the room reservation until the new website is ready to take reservation. We are installing a new computer for the meeting room. The staff will be trained for use of new technology in the meeting room. The meeting rooms should be opening to the public in the spring.
Donna Kassar made a motion to APPROVE THE REVISED MEETING ROOM POLICY. Bill Spain seconded the motion. Motion carried by voice vote.
 - e. Approval of revised Personal Vehicle Policy – We added additional coverage for deductible and/or rental car in the case a staff member has damage to their vehicle while conducting library business. All staff members using personal vehicles for library business must have their insurance on file at the library.
Donna Kassar made a motion to APPROVE THE REVISED PERSONAL VEHICLE POLICY. Bill Spain seconded the motion. Motion carried by voice vote.
 - f. Approval of revised Time Off Policy – In response to a new Illinois law requiring everyone to receive paid time off, sick time, etc. based on time worked. No one will be allowed to borrow against PTO and sets an expiration date for using PTO. It will also track holiday time. This will all be tracked in the new payroll system. Bill Spain made a motion to ACCEPT THE REVISED TIME OFF POLICY. Donna Kassar seconded the motion. The motion carried by voice vote.
 - g. Acceptance of Forensic Payroll Review Report – All errors over \$100 were corrected except for one employee who was paid the wrong amount of overtime. This will be corrected in the new payroll system. Going forward, all employee status changes must be documented with the Change of Status form.
Bill Spain moved to ACCEPT THE FORENSIC PAYROLL REVIEW REPORT.

Mohyeddin 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, J-nine Vaughn – AYE, Mohyeddin Kassar -
AYE.

10. DIRECTOR EVALUATION – Director Franco asked to reevaluate her salary based upon her accomplishments during this year. The Board will complete Director Evaluations before the next meeting and evaluate changes to all staff salaries at that time.
11. NEXT MEETING – February 15, 2023.
12. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:08 pm. Fred Barge seconded the motion. The motion carried by voice vote.

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR DECEMBER 2022
December 21, 2022

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF NOVEMBER 30, 2022		
OPERATIONS		\$35,992.17
PERSONNEL		\$57,603.55
BANK FEES:	Maintenance Fee	\$246.02
	Charge Card Fees	\$0.00
TOTAL EXPENDITURES		<u>\$93,841.74</u>

RECEIPTS AS OF NOVEMBER 30, 2022		
FINES, FEES & MISCELLANEOUS INCOME		\$1,489.19
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$2,838.70
	Illinois Funds Reinvest	\$3,135.07
TAXES PRIOR YEARS		\$0.00
TAXES CURRENT		\$0.00
TAXES DEFERRED		\$0.00
CORPORATE REPLACEMENT TAXES		\$0.00
OTHER		\$0.00
TOTAL RECEIPTS		<u>\$7,462.96</u>

2. Fund Balances as of November 30, 2022

11-2900	Library Fund (Cash & Investment)	\$785,726.83
71-2900	Building Reserve Fund	\$2,064,687.27
80-2900	Building Maintenance Fund	-\$66,806.40
91-2900	FICA Fund	-\$33,102.23
92-2900	IMRF Fund	-\$67,535.35
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	-\$2,278.76
TOTAL FUND BALANCES		<u>\$2,683,774.93</u>

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR JANUARY 2023
January 18, 2023

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF DECEMBER 31, 2022

OPERATIONS		\$64,553.53
PERSONNEL*		\$80,567.70
BANK FEES:	Maintenance Fee	\$177.16
	Charge Card Fees	\$0.00
TOTAL EXPENDITURES		<u>\$145,298.39</u>

*Three payrolls in December 2022

RECEIPTS AS OF DECEMBER 31, 2022

FINES, FEES & MISCELLANEOUS INCOME		\$515.13
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$3,227.92
	Illinois Funds Reinvest	\$3,938.99
TAXES PRIOR YEARS		\$17,791.00
TAXES CURRENT		\$352,357.93
TAXES DEFERRED		\$0.00
CORPORATE REPLACEMENT TAXES		\$0.00
OTHER		\$117.99
TOTAL RECEIPTS		<u>\$377,948.96</u>

2. Fund Balances as of DECEMBER 31, 2022

11-2900	Library Fund (Cash & Investment)	\$1,019,553.03
71-2900	Building Reserve Fund	\$2,065,250.18
80-2900	Building Maintenance Fund	-\$56,197.46
91-2900	FICA Fund	-\$34,552.34
92-2900	IMRF Fund	-\$68,671.86
93-2900	Unemployment Fund	\$27,226.11
94-2900	Workers' Comp Fund	-\$3,425.65
95-2900	Insurance Fund	-\$34,087.86
96-2900	Audit Fund	\$1,351.35
TOTAL FUND BALANCES		<u>\$2,916,445.50</u>