

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – February 15, 2023
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:02 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, Mohyeddin Kassar. Shirley Wachowski arrived at 7:05pm. ABSENT – J-nine Vaughn
Guests: Director Amy Franco, Dan Berg
3. AUDIENCE PARTICIPATION:
 - a. Dan Berg, Partner, Sikich LLP, presented the results of the Fiscal Year 2021-2022 audit and annual financial report. The finding was of no deficiencies or material weakness, a clean opinion.
4. APPROVAL OF MINUTES – Mohyeddin Kassar made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON January 18, 2023. Fred Barge seconded the motion. The motion passed by voice vote.
5. COMMUNICATIONS –
 - a. Letter from Ron Vaisvila
 - b. The staff continues to receive very positive comments from patrons. Staff is encouraged to interact with patrons to “upsell” library services.
6. TREASURER’S REPORT – Bill Spain presented the Treasurer’s Report from February 15, 2023. He also presented the Financial Statements from January 31, 2023.

Maureen Sypkens made a motion to ACCEPT THE TREASURER’S REPORT FOR FEBRUARY 15, 2023, AND THE FINANCIAL STATEMENT FOR JANUARY 31, 2023. Shirley Wachowski 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, Mohyeddin Kassar - AYE.

7. DIRECTOR’S REPORT
 - a. Building and Grounds – plans for the new building are advancing. The Village has signed contracts for structural and MEP engineers for the project and our architects are working with them.

- b. Business Office
 - i. Accounts with PFM are opened and will be funded soon. We will be moving \$1.6M out of our savings accounts to PFM accounts.
 - ii. We received \$289,780.19 in tax revenue in January.
 - iii. Timekeeping and PTO platform needed to be customized. It will be live soon.
 - iv. Online bill pay has been activated to assure vendors are getting paid on time and avoid late fees.
 - v. SWAN fees - Addison Library is joining SWAN in November. Having another large library in the group will help keep our SWAN fees low.
 - vi. Open House for the Library on April 22. Save the date.
 - vii. Personnel – we are having a hard time filling open positions.
- c. Election – April 5
 - i. Training for new Board Members will be in May
 - ii. Exit Interview for Board Member who are leaving.
- d. Bill Spain made a motion to ACCEPT THE DIRECTOR’S REPORT FOR FEBRUARY 15, 2023. Fred Barge seconded the motion. The motion carried by voice vote.

8. NEW BUSINESS

- a. Review of *Serving our Public*: Chapter 11: Youth/Young Adult Services. We are doing well on this section.
- b. Approval of Fiscal Year 2021-2022 Audit – Bill Spain made a motion to APPROVE THE FISCAL YEAR 2021-2022 AUDIT. Shirley Wachowski 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, Mohyeddin Kassar - AYE.
- c. Approval of Contract Extension for Audit Services with Sikich, LLP – Bill Spain moved to APPROVED THE CONTRACT EXTENSION FOR AUDIT SERVICES WITH SIKICH, LLP. 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, Mohyeddin Kassar - AYE.
- d. Approval of Revised Resolution 2022-3-1 Updating Expenditures Budget for the Fiscal Year 2022-2023. Bill Spain moved to APPROVE THE REVISED RESOLUTION 2022-3-1 Updating Expenditures Budget for the Fiscal Year 2022-2023. 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, Mohyeddin Kassar - AYE.
- e. The Board reviewed the proposed 2023-2024 expenditures budget, revenue budget and appropriations. They will be voted on at the next meeting.
 - i. Review of Resolution 2023-6 Establishing Expenditures Budget for the Fiscal Year 2023-2024.

- ii. Review of Resolution 2023-7 Establishing Revenues Budget for the Fiscal Year 2023-2024.
 - iii. Review of Resolution 2023-8 Determining Operating Appropriation for the Fiscal Year 2023-2024
 - f. Approval of contract with Outsource Solutions Group – due to issues with our current vendor, we need to change supplier. This is the best option and they come with impeccable references.
 Bill Spain made a motion to APPROVE THE CONTRACT WITH OUTSOURCE SOLUTIONS GROUP TO PROVIDE IT SUPPORT SERVICES. Donna 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, Mohyeddin Kassar - AYE.
 - g. Approval of Proposal from Outsource Solutions Group to Replace On-Site Servers – Outsource will replace our on-site servers for approximately \$24,518. Mohyeddin Kassar made a motion to APPROVE THE PROPOSAL FROM OUTSOURCE SOLUTIONS GROUP TO REPLACE ON-SITE SERVERS. Shirley Wachowski 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, Mohyeddin Kassar - AYE.
 - h. Discussion of Library Director’s Annual Evaluation & Staff Salary Adjustment for FY24. Director Franco presented staff salary adjustments based on COLA and merit increases. The Board decided to discuss the details in an Executive Session.
9. EXECUTIVE SESSION – Maureen Sypkens made a motion TO ADJOURN TO CLOSED SESSION FOR THE PURPOSE OF APPOINTMENT, EMPLOYMENT, COMPLENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY, PURSUANT TO 5 ILCS 120/2(c)(1) at 8:52pm. Mohyeddin Kassar seconded the motion. The motion passed by voice vote.

Maureen Sypkens returned the Board to open session at 9:39 pm.

10. NEXT MEETING – March 15, 2023.

11. ADJOURNMENT – Mohyeddin Kassar moved to adjourn the meeting at 9:45pm. Shirley Wachowski seconded the motion. The motion carried by voice vote.

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR February 2023
February 15, 2023

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF JANUARY 31, 2023

OPERATIONS		\$25,308.39
PERSONNEL		\$57,091.55
BANK FEES:	Maintenance Fee	\$303.67
	Charge Card Fees	\$0.00
TOTAL EXPENDITURES		<u>\$82,703.61</u>

RECEIPTS AS OF JANUARY 31, 2023

FINES, FEES & MISCELLANEOUS INCOME		\$685.11
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$4,175.71
	Illinois Funds Reinvest	\$3,837.24
TAXES PRIOR YEARS		\$0.00
TAXES CURRENT		\$289,780.19
TAXES DEFERRED		\$0.00
CORPORATE REPLACEMENT TAXES		\$0.00
OTHER		\$285.89
TOTAL RECEIPTS		<u>\$298,764.14</u>

2. Fund Balances as of JANUARY 31, 2023

11-2900	Library Fund (Cash & Investment)	\$1,231,128.59
71-2900	Building Reserve Fund	\$2,065,879.54
80-2900	Building Maintenance Fund	-\$53,459.99
91-2900	FICA Fund	-\$35,165.52
92-2900	IMRF Fund	-\$68,542.36
93-2900	Unemployment Fund	\$27,226.11
94-2900	Workers' Comp Fund	-\$3,425.65
95-2900	Insurance Fund	-\$35,332.94
96-2900	Audit Fund	\$4,198.25
TOTAL FUND BALANCES		<u>\$3,132,506.03</u>