

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – March 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, Mohyeddin Kassar, J-nine Vaughn via Zoom. Fred Barge arrived at 7:04pm in person, Shirley Wachowski arrived at 7:10pm via Zoom.
Guests: Director Amy Franco, Niki Covello, Ron Vaisvila
3. AUDIENCE PARTICIPATION:
 - a. Ron Vaisvila presented the Board with his concerns about the Library Director's salary.
 - b. Niki Covello, Youth Librarian, presented programming statistics for usage and program attendance for youth and YA programs. She discussed new additions to the collection, activities, crafts and games that are now available and bringing in more kids and families to the library.
4. EXECUTIVE SESSION – Fred Barge made a motion TO ADJOURN TO CLOSED SESSION FOR THE PURPOSE OF APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY, PURSUANT TO 5 ILCS 120/2(c)(1) at 7:29pm. 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, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.

Bill Spain made a motion to return the Board to open session at 7:54 pm. Mohyeddin Kassar seconded the motion.

Maureen Sypkens made a request that any correspondence to Board members be sent to them at the library.

5. APPROVAL OF MINUTES – Mohyeddin Kassar made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON FEBRUARY 15, 2023. Bill Spain seconded the motion. The motion passed by voice vote.

Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE SPECIAL BOARD MEETING ON MARCH 2, 2023. Bill Spain seconded the motion. The motion

passed by voice vote.

6. TREASURER'S REPORT – Bill Spain presented the Treasurer's Report from March 15, 2023. He also presented the Financial Statements from February 28, 2023. The Advisory Fees for PFM investments were miscategorized as bank maintenance fees on the Treasurer's Report. They will be corrected.

Maureen Sypkens made a motion to ACCEPT THE TREASURER'S REPORT FOR MARCH 15, 2023 (WITH CORRECTIONS), AND THE FINANCIAL STATEMENT FOR FEBRUARY 28, 2023. 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, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.

7. DIRECTOR'S REPORT

- a. Building and Grounds – We are preparing the building for warm weather. The HVAC needs to be inspected. The Silver Maple trees in front of the library are diseased and will be removed. The budget was adjusted for concrete maintenance and landscaping along the south side of the building.
- b. Director Franco has been visiting other communities (Peoria, Rock Island) with Library facilities in mixed use buildings and talking to their directors to learn about challenges of security, IT, utilities, etc. in such a space in order to have more insight on the subject when completing the plans for our new space.
- c. Business Office – our PFM accounts are fully funded and are all FDIC insured. At Republic Bank our funds are collateralized at 110%. Funds at Illinois Funds are also collateralized. We have already earned interest on these accounts.
- d. The new payroll platform has been rolled out. It is working well and staff likes its ease of use.
- e. 2022 Audit preparation is beginning. Since our current staff have not worked on the audit before, they will attend training.
- f. Technology – We will be raising the color copier print charges to \$0.50 per page on May 1, 2023. It is still subsidized, but now more realistic charges.
- g. The IT company has ordered the server. We are getting the lowest rate for Tech service. The new drive on the old server has been replaced so the server will not fail.
- h. Library Open House – April 22 from 1-3. It will be a great opportunity for the public to see all the new changes at the library and the plans for the new building.
- i. 3 Things to Share
 - i. Please share the Trustee candidate profiles
 - ii. Magna Tiles Day – Saturday, March 18 – in celebration of winning the ILA photo contest and sponsored by Magna Tiles.
 - iii. Media mentions – with our new media person on staff our exposure is increasing and bringing in more patrons.
- j. Donna Kassar made a motion to ACCEPT THE DIRECTOR'S REPORT FOR MARCH 15, 2023. Mohyeddin Kassar seconded the motion. The motion carried

by voice vote.

8. NEW BUSINESS

- a. Review of *Serving our Public*: Chapter 12: Technology. The new website will be fully ADA compliant. We are developing a Technology Replacement Plan with Outsource Solutions Group. Our internet policy will be updated as well.
- b. Approval of Resolution 2023-6 Establishing Expenditures Budget for FY2023-24 – Mohyeddin Kassar made a motion to APPROVE RESOLUTION 2023-6 ESTABLISHING EXPENDITURES BUDGET FOR THE FISCAL YEAR 2023-24. Bill Spain seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.
- c. Approval of Resolution 2023-7 Establishing Revenues Budget for FY 2023-24– Bill Spain made a motion to APPROVE RESOLUTION 2023-7 ESTABLISHING REVENUES BUDGET FOR THE FISCAL YEAR 2023-24. Mohyeddin Kassar seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.
- d. Approval of Resolution 2023-8 Determining Operating Appropriation for FY 2023-24 – Bill Spain made a motion to APPROVE RESOLUTION 2023-8 DETERMINING OPERATING APPROPRIATION FOR THE FISCAL YEAR 2023-24. Maureen Sypkens seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.
- e. Approval of Proposal for Financial Services from Lauterbach & Amen - Lauterbach & Amen have significant government accounting experience and promote training and best practices for the industry. They are the best option of the firms contacted. Maureen Sypkens made a motion to APPROVE THE PROPOSAL FOR FINANCIAL SERVICES FROM LAUTERBACH & AMEN. Mohyeddin Kassar seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Bill Spain - AYE, Fred Barge – AYE, Shirley Wachowski – AYE, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.
- f. Approval of Notary Public Service Policy – 2 of our staff have completed training to become Notary Publics and 2 more are in training. We need a policy to outline our expanded service. The service will be offered for free. Donna Kassar made a motion to APPROVE THE NOTARY PUBLIC SERVICE POLICY. Bill Spain seconded the motion. The motion carried by voice vote.
- g. Approval of Revised Materials Selection Policy – Bill Spain made a motion to APPROVE THE REVISED MATERIALS SELECTION POLICY. Mohyeddin Kassar seconded the motion. The motion carried by voice vote.

- h. Approval of Revised FOIA Request Policy – Maureen Sypkens made a motion to APPROVE THE UPDATED FOIA REQUEST POLICY. Bill Spain seconded the motion. The motion carried by voice vote.
- 9. NEXT MEETING – April 19, 2023.
- 10. REMINDER – The SEI is due to be filed by May 1, 2023. All Board members must complete the SEI even if they are not continuing into the new term.
- 11. ADJOURNMENT – Mohyeddin Kassar moved to adjourn the meeting at 8:30pm. Bill Spain seconded the motion. The motion carried by voice vote.

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

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF FEBRUARY 28, 2023

OPERATIONS		\$67,625.54
PERSONNEL		\$54,712.34
BANK FEES:	Maintenance Fee	\$194.04
	Charge Card Fees	\$0.00
TOTAL EXPENDITURES		<u>\$122,531.92</u>

RECEIPTS AS OF FEBRUARY 28, 2023

FINES, FEES & MISCELLANEOUS INCOME		\$640.59
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$3,564.25
	Illinois Funds Reinvest	\$3,694.92
	PFM Reinvest	\$0.00
TAXES PRIOR YEARS		\$0.00
TAXES CURRENT		\$2,601.10
TAXES DEFERRED		\$0.00
CORPORATE REPLACEMENT TAXES		\$0.00
OTHER		\$0.00
TOTAL RECEIPTS		<u>\$10,500.86</u>

2. Fund Balances as of FEBRUARY 28, 2023

11-2900	Library Fund (Cash & Investment)	\$1,135,137.24
71-2900	Building Reserve Fund	\$2,066,449.70
80-2900	Building Maintenance Fund	-\$61,180.01
91-2900	FICA Fund	-\$38,220.95
92-2900	IMRF Fund	-\$71,705.93
93-2900	Unemployment Fund	\$27,190.90
94-2900	Workers' Comp Fund	-\$3,425.65
95-2900	Insurance Fund	-\$35,315.06
96-2900	Audit Fund	\$2,283.70
TOTAL FUND BALANCES		<u>\$3,021,213.94</u>