

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – April 19, 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, Fred Barge in person, Shirley Wachowski arrived at 7:07pm via Zoom.
Guests: Director Amy Franco, Veronica Villagomez, Geneva Allen
3. AUDIENCE PARTICIPATION:
 - a. Veronica Villagomez, electronic resources librarian, manages databases and vendors. We have added 2 new databases, Valueline and Morning Star Investments. Additionally, our collection of databases is seeing significant increase in usage. Veronica is also increasing Spanish language resources and programming.
 - b. Hannah Rapp submitted a letter to be read as public comment. The letter presented her concerns for LGBTQ students who are experiencing increasing harassment at school and at home. She emphasized the importance of having access to books representing them in the YA section of the library.
4. APPROVAL OF MINUTES – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON MARCH 15, 2023. Mohyeddin Kassar seconded the motion. The motion passed by voice vote.
5. COMMUNICATIONS – Representative Chris Welch invited the Library to participate in his Juneteenth celebration on Monday, June 19 from 2-6.
6. TREASURER'S REPORT – Bill Spain presented the Treasurer's Report from April 19, 2023. He also presented the Financial Statements from March 31, 2023. The library has received 92% of total revenue FYTD.
Donna Kassar made a motion to ACCEPT THE TREASURER'S REPORT FOR APRIL 19, 2023, AND THE FINANCIAL STATEMENT FOR MARCH 31, 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, J-nine Vaughn - AYE.
7. DIRECTOR'S REPORT

- a. New Trustees - Geneva Allen, Ron Vaisvila, Sandy Barge and Donna Kassar won the trustee elections. The new trustees will attend trustee orientation before their first board meeting.
- b. Building and Grounds – We are trying to encourage the nesting geese to move away from the library so we don't have to pay for their removal. The A/C is turned on for the season. The concrete project bids are coming in under budget.
- c. Business Office – 2 new employees will be onboarded with the new payroll system. We are moving the financial documents into storage. There has been no records destruction request for 10 years. Normally, financial records are kept for 7 years per State policy. These will be cleaned up soon.
- d. Technology
 - i. New contract signed with Outsource Solutions Group.
 - ii. Microwave Transmitter is now installed. The firewall is being tested before it can be brought online.
 - iii. The server project is 50% complete and can be completed remotely.
 - iv. The SonicWall is nearing end-of-life. We are working with OSG to determine replacement costs.
 - v. Self-check hold processing is working, but the current self-check machine is not working and needs \$1400 for repairs. We are looking into different options that may include buying a new machine that will move with us to the new building.
 - vi. Versatile projects are nearing completion including security upgrades.
- e. Open House on April 22. The architect will be here to present the designs for the new space.
- f. Payroll – employee raises will take effect on May 1, 2023.
- g. In-service – The library will be closed for a staff in-service on April 28 which will focus on employee wellbeing and resilience. They will be instituting staff benefits such as the Employee Assistance Program and Calm membership.
- h. 3 Things to Share –
 - i. Open house on April 22
 - ii. WGN is advertising our events on their Community Calendar
 - iii. Monthly Highlights newsletter
- i. Discretionary Fund – we need to increase the amount held in the discretionary funds which are used to pay bills between Board meetings in order to avoid late fees. Suggested amount is \$1000. This will be voted on next month.
- j. Authority to Spend – we need to define the director's independent spending authority. The Finance Committee will meet on May 2 at 5:30pm to discuss this policy.
- k. Standing Committees – The Board will appoint members to the standing committees (Finance, Facilities, Personnel) at the May meeting.
- l. Signers at Republic Bank – will continue to be the officers only.
- m. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR'S REPORT FOR APRIL 19, 2023. Bill Spain seconded the motion. The motion carried by voice vote.

8. NEW BUSINESS

- a. Review of *Serving our Public*: Chapter 13: Marketing, Promotion, and Collaboration. We are nearly in full compliance. Our communication plan supporting the library's long range plan and our ADA compliant website are currently being worked on.
- b. Approval of Letter to the Village of Hillside Board regarding the .02% Building and Maintenance Levy. Bill Spain made a motion to APPROVE LETTER TO THE VILLAGE OF HILLSIDE REGARDING THE .2% BUILDING AND MAINTENANCE LEVY. J-nine 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, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.
- c. Approval of Resolution 2023-9 - Bill Spain made a motion to APPROVE RESOLUTION 2023-9 TO TRANSFER INTEREST ACCRUED IN THE UNEMPLOYMENT INSURANCE FUND, LIABILITY INSURANCE FUND, AND WORKER'S COMP FUND TO THE GENERAL OPERATING FUND. 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, Mohyeddin Kassar – AYE, J-nine Vaughn - AYE.
- d. Review of closed session minutes in compliance with 5 ILCS 120 2.06 and verbatim recordings of regular board meetings held remotely under State Executive Orders – Maureen Sypkens made a motion to DESTROY THE VERBATIM RECORDINGS OF REGULAR MEETINGS AND APPROVE THE MINUTES OF CLOSED SESSION MEETINGS WHILE KEEPING THEM CLOSED. SPECIFICALLY:

Destroy May 19, 2021 – verbatim recording: regular meeting
Destroy June 16, 2021 - verbatim recording: regular meeting
Destroy July 21, 2021 - verbatim recording: regular meeting
Destroy September 15, 2021 – verbatim recording: regular meeting
Destroy October 20, 2021 – verbatim recording: regular meeting
Review and Approve; Keep closed – April 20, 2022
Review and Approve; Keep closed – May 18, 2022
Review and Approve; Keep closed – September 21, 2022
Review and Approve; Keep closed – February 15, 2023
Review and Approve; Keep closed – March 2, 2023
Review and Approve; Keep closed – March 15, 2023

Bill Spain seconded the motion. The motion carried by voice vote.

- e. Approval of Revised Communications and Social Media Policy – the new policy updates the types of social media and expectations of public comments by staff. Donna Kassar made a motion to APPROVE THE REVISED COMMUNICATIONS AND SOCIAL MEDIA POLICY. J-nine Vaughn seconded the motion. The motion carried by voice vote.

- f. Repeal of 2021 Patron Suspension Policy – most libraries leave patron suspension decisions to staff according to the Patron Code of Conduct. Staff needs the authority to act in the moment. Any appeals of suspensions would be considered by the Board. J-nine Vaughn made a motion to REPEAL THE 2021 PATRON SUSPENSION POLICY. Mohyeddin Kassar seconded the motion. The motion carried by voice vote.
 - g. Recognition of Departing Trustees – Maureen Sypkens made a motion to RECOGNIZE DEPARTING TRUSTEES AND THEIR CONTRIBUTIONS TO THE LIBRARY. Bill Spain seconded the motion. Motion carried by voice vote. The departing trustees each received the gift of a framed resolution.
9. NEXT MEETING –May 17, 2023.
10. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:20pm. Bill Spain seconded the motion. The motion carried by voice vote.

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR APRIL 2023
 April 19, 2023

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF MARCH 31, 2023

OPERATIONS		\$62,931.27
PERSONNEL		\$54,181.92
BANK FEES:	Maintenance Fee	\$177.41
	Charge Card Fees	\$0.00
TOTAL EXPENDITURES		<u>\$117,290.60</u>

RECEIPTS AS OF MARCH 31, 2023

FINES, FEES & MISCELLANEOUS INCOME		\$623.08
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$876.93
	Illinois Funds Reinvest	\$4,301.62
	PFM Reinvest	\$1,626.35
TAXES PRIOR YEARS		\$0.00
TAXES CURRENT		\$7,901.83
TAXES ADVANCE		\$327,842.40
CORPORATE REPLACEMENT TAXES		\$0.00
OTHER		\$24.88
TOTAL RECEIPTS		<u>\$343,197.09</u>

2. Fund Balances as of MARCH 31, 2023

11-2900	Library Fund (Cash & Investment)	\$1,347,485.41
71-2900	Building Reserve Fund	\$2,066,998.72
80-2900	Building Maintenance Fund	-\$54,055.13
91-2900	FICA Fund	-\$38,400.64
92-2900	IMRF Fund	-\$71,243.36
93-2900	Unemployment Fund	\$27,190.90
94-2900	Workers' Comp Fund	-\$3,425.65
95-2900	Insurance Fund	-\$33,007.19
96-2900	Audit Fund	\$5,577.37
TOTAL FUND BALANCES		<u>\$3,247,120.43</u>