

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – September 18, 2019

MINUTES

1. CALL TO ORDER 7:02 PM

*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, Gloria Whitaker, Bill Spain, Donna Kassar, Mary Wajda, Shirley Wachowski

3. APPROVAL OF MINUTES – REGULAR MEETING – Gloria Whitaker made a motion to ACCEPT THE MINUTES FROM July 17, 2019. Donna Kassar seconded the motion. The motion carried by voice vote.

4. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER - Bill Spain presented the Treasurer's Report and Financial Statement for July 2019. The review of the Resolution dated July 31, 2019, covering expenses for the month of July 2019 filed under a separate cover for audit in the Hillside Public Library was presented.

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The Board of Trustees finalized the monthly Treasurer's report by signing all checks as listed in the July and August 2019 Resolutions and summarized below.

Motion made by to Maureen Sypkens to APPROVE THE FINANCIAL STATEMENTS AND TREASURER'S REPORTS AND PAY ALL BILLS IN THE RESOLUTION FOR JULY AND AUGUST 2019.

Motion was seconded by Mary Wajda. Motion carried by roll call vote: Gloria Whitaker - Aye, Donna Kassar - Aye, Maureen Sypkens - Aye, Bill Spain – Aye, Mary Wajda – Aye, Shirley Wachowski – Aye

## TREASURER'S REPORT

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

#### EXPENDITURES AS OF August 31, 2019

GENERAL EXPENSES	\$ 35,657.35
PAYROLL EXPENSES	\$ 60,467.07
BANK FEES; MAINTENANCE FEE	\$ 225.19
CHARGE CARDS FEE	\$ 162.79
<u>TOTAL EXPENDITURES</u>	<u>\$ 96,512.40</u>

#### RECEIPTS AS OF AUGUST 31, 2019

FINES, FEES & MISC. INCOME	\$ 1,451.85
GIFTS	\$
INTEREST INCOME	
Interest on taxes	\$ 2,497.84
Illinois Funds Reinvest	\$ 560.49
Board Account	\$1,937.35
PER CAPITA GRANT	\$ 0.00
TAXES PRIOR YEARS	\$10.02
TAXES CURRENT	\$ 343,802.00
TAXES DEFERRED	\$ 0.00
CORPORATE REPLACEMENT TAXES	\$ 0.00
OTHER	\$
<u>TOTAL RECEIPTS</u>	<u>\$ 347,761.71</u>

### 2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account  
 1) Transfer \$ 32,842.88  
 2) Deposit  
 3) Other

BANK: Expense Account to Savings Account  
 ACTIVITY: 1) Transfer \$ 267,201.43  
 2) Deposit  
 3) Other

BANK: Expense Account to Payroll Account  
 ACTIVITY: 1) Transfer \$ 67,617.81  
 2) Deposit  
 3) Other

BANK: Payroll Account to Expense Account  
 ACTIVITY: 1) Transfer \$  
 2) Deposit  
 3) Other

## 5. ADMINISTRATIVE LIBRARIAN REPORT

- a. IPLAR - Doug Losey completed the IPLAR report for the Illinois State Library.
- b. STAFF IN-SERVICE DAY – August 16. The staff in-service day was held at the SWANX 2019 Annual Conference at Moraine Valley Community College. The staff attended presentations covering each aspect of library operations.
- c. STAFF MEETING – August 7, 2019. Doug Losey presented plans for the library’s move to the renovated building north of the current Village Hall. Staff concerns were addressed in the revised plans.
- d. SECURITY INCIDENT – August 2, 2019. An angry patron, Nat Abbinante made a threat to shoot up the library. 911 was called and the police responded immediately. Although the man left the library before they arrived, the police were able to apprehend him in Berkeley. Mr. Abbinante was charged with a municipal ordinance violation. The staff has been alerted to this patron’s actions and how to proceed if they see him. Because of the seriousness of the incident, the Board banned Mr. Abbinante for a period of one year.

Bill Spain made a motion to BAN NAT ABBINANTE FOR A PERIOD OF ONE YEAR PENDING NO OTHER INCIDENTS IN OUR LIBRARY OR OTHER LIBRARIES. Shirley Wachowski seconded the motion. The motion carried by voice vote.

- e. BUILDING MAINTENANCE - The HVAC system required work in August. Carpets were cleaned during the in-service day. A chunk of the ceiling fell and was fixed.
- f. NEW LAWS ENACTED – Numerous laws affecting the library have been passed.
  - i. Equitable Restrooms Act – all single-occupancy restrooms “in a place of public accommodation or public building shall be identified as all-gender and designated for use by no more than one person at a time or for family or assisted use.” We will be changing the signage for the first floor bathrooms.
  - ii. Living Donor Protection Act amended the Illinois Organ Donor Leave Act to prohibit employers from retaliating against employees who request or take leaves of absence related to organ donation. Also allows up to 30 days of leave for organ donations and an hour for blood donation.
  - iii. Updated FOIA requirements prohibits public bodies from disclosing sensitive information on FOIA requests. (credit card numbers, debit card numbers, bank account numbers, and other security issues)
  - iv. Equal Pay Public Act – prohibits employers from requiring new employees to sign non-disclosure, non-compete clauses; from requesting employees to disclose prior compensation history

- v. Anti-Harassment Policy – limits ability to require mandatory arbitration for sexual harassment or other claims. Requires annual sexual harassment training for all employees. Employers must disclose settlements and adverse judgements relating to harassment to IL Department of Human Rights
  - vi. Workplace Transparency Act – Prohibits unilateral confidentiality agreements in settlements or termination agreements, but does NOT prohibit mutual confidentiality agreements if certain conditions apply.
  - vii. Open Meetings Act – Public bodies can go into closed session for certain issues relating to independent contractors.
  - viii. Legalization of Cannabis
- g. VACATION ACCRUALS – Employee paychecks showed the amount of vacation and sick time already used and available as being reversed. The problem has been correct for the next pay period.
6. UNFINISHED BUSINESS –
- a. Village building renovation update – architects from the Village and the Library have been working together on the plans. The village does not want parking in front of the library. We need to make sure the handicap parking spots will be accessible to the library entrance. There is a possibility of removing the baseball diamond to add additional parking. Main doors will be made to open easily with electronic assistance. The landscape architects are working on the outside spaces. Staff parking is being evaluated. Building signage will be visible to patrons. Plans should be complete by the beginning of October so the Village can bid out the beginning stages of the work. Need to address the sprinklers/fire suppression system. Doug contacted the insurance company to see what they recommend.
  - b. Intergovernmental Agreement – we will have 2 IGAs, one for Construction and one for Property Transfer and Lease of new building. We are discussing if we need to hire an independent construction manager. The architects need to put together the comprehensive list of items to include in the buildout, i.e. what the Village will cover and what the library is responsible for. We should know an approximate total cost for the library for the project by mid-October.
7. NEW BUSINESS
- a. Staff Changes – New Hire Veronica Spiker. She is a credentialed bi-lingual librarian. She will be updating our Spanish collection along with all the technology duties Zoli had.
  - b. ILA Annual Conference – Tinley Park Convention Center - October 22-24, 2019. Trustee Day is Oct 24.
8. REMINDER - The next meeting is October 16, 2019.
9. ADJOURNMENT – Gloria Whitaker made a motion to adjourn the meeting at 8:06 PM. Bill Spain seconded it. The motion carried by voice vote.