

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – June 16, 2021

MINUTES

1. CALL TO ORDER: 7:01 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 via Zoom: Maureen Sypkens, Donna Kassar, Bill Spain, Shirley Wachowski, Mohyeddin Kassar, Fred Barge
GUEST: Joe Pisano

3. APPROVAL OF MINUTES – Shirley Wachowski moved to accept the minutes from the meeting on May 19, 2021. Donna Kassar seconded. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye

4. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER'S – Bill Spain presented the Financial Statement for April 30, 2021, and the Treasurer's Report from May 18, 2021.

**BOARD MEETING
June 16, 2021**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF May 31, 2021

| | | |
|----------------------------|----|--------------|
| GENERAL EXPENSES | \$ | 31,381.71 |
| PAYROLL EXPENSES | \$ | 50,825.65 |
| BANK FEES; MAINTENANCE FEE | \$ | 51.12 |
| CHARGE CARDS FEE | \$ | 36.41 |
| <u>TOTAL EXPENDITURES</u> | | \$ 82,294.89 |

RECEIPTS AS OF June 16, 2021

| | | |
|-----------------------------|----|--------------|
| FINES, FEES & MISC. INCOME | \$ | 646.15 |
| PER CAPITA GRANT | \$ | |
| INTEREST INCOME | | 149.64 |
| Interest on taxes | \$ | .12 |
| Republic Bank | \$ | 118.00 |
| Illinois Funds Reinvest | \$ | 31.52 |
| TAXES PRIOR YEARS | \$ | 790.25 |
| TAXES CURRENT | \$ | 67,399.92 |
| TAXES DEFERRED | \$ | |
| CORPORATE REPLACEMENT TAXES | \$ | |
| OTHER | \$ | |
| <u>TOTAL RECEIPTS</u> | | \$ 68,985.96 |

2. Ratification and Confirmation of Investments:

| | |
|--|--------------|
| BANK: Savings Account to Expense Account | |
| 1) Transfer | \$ 41,939.77 |
| 2) Deposit | |
| 3) Other | |
| BANK: Expense Account to Savings Account | |
| 1) Transfer | \$ 71,905.72 |
| 2) Deposit | |
| 3) Other | |
| BANK: Expense Account to Payroll Account | |
| 1) Transfer | \$ 48,703.63 |
| 2) Deposit | |
| 3) Other | |
| BANK: Payroll Account to Expense Account | |
| ACTIVITY: 1) Transfer | \$ |
| 2) Deposit | |
| 3) Other | |

Maureen Sypkens moved to accept the Financial Statement for May 31, 2021, and the Treasurer's Report from June 16, 2021. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye

5. DIRECTOR'S REPORT

a. SWAN/RAILS NEWS

- i. The Fine Free for Now program will terminate on September 1, 2021, we are planning to continue this policy for Hillside Public Library.
- ii. Annual cleanup of expired and inactive patron records will begin in August 2021 and will remove patrons with 10+ years of inactivity. It will gradually work toward removing patrons with 5+ years of inactivity. This will reduce personal information stored on inactive users and encourage proactive communication, outreach, and resolution of billing issues.
- iii. Phone Notice Dialer will alert patrons of hold notices and overdue items using an automated messaging system. It is customized to our library.

b. STRATEGIC PLAN CONSULTANTS - Director Losey sent a request for proposals to 3 strategic planning consultants who are experienced in library issues. They will be sending proposals by August 16, 2021. The strategic planning process will begin by January 3, 2022, and have a plan in place by May 1, 2022.

c. DIGITAL SIGNAGE - The front monitor has not worked for several years. We hired Add-Savvy to provide new equipment and software for both front and rear monitors that can be updated daily and zoned for different areas of the library.

d. MCCLURE INSERRA FIRM MERGER - Our accounting firm McClure Inserra is joining ATA Group. We will still have the same person working with the Library.

e. NEW STAFF COMPUTERS - 5 new staff computers and monitors have been received and will begin to be configured for use.

6. UNFINISHED BUSINESS

- a. Building – Joe Pisano, Hillside Village Manager, discussed plans for the Village and Library joint building project. Renovation for the 2 floors for Library use is estimated to cost \$3.8 million for the “envelope”. The Village has secured funding for the project and it is currently in the State budget and is waiting for the governor's approval. There are new OSHA guidelines for ventilation and the architect will need to address the new standards. We will need 2 IGAs, one for construction and one for management. We are looking at a construction period

starting in late 2023. Currently, there is a shortage of building materials.

7. NEW BUSINESS

a. COVID-19 POLICIES AND PROCEDURES

- i. Re-opening Library under State Bridge Phase and Phase 5 – starting July 6 the Library will be open to the public from 9 am – 8 pm on Monday through Thursday; from 9 am – 5 pm on Friday and Saturday, and closed on Sunday until Labor Day. Masks are still required due to the presence of children (who can't be vaccinated) in the building.
 - ii. All employees are fully vaccinated. They are still wearing masks and social distancing.
 - iii. Future Library Board Meetings – July Board Meeting will still be on Zoom.
 - iv. Library will be closed on July 5 for the 4th of July holiday.
- b. Non-resident Fee – the formula for a Non-resident library card as required by the State is \$447 per family. Bill Spain motioned to APPROVE THE NON-RESIDENT FEE. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye
- c. Trustee Terms – The trustee vacancies replacement policy is unclear. We will be updating the policy so trustee elections will be staggered.
- d. Trustee Replacement – we still need one new board member.

8. REMINDERS – Next meeting will be on July 21, 2021, on Zoom

9. ADJOURNMENT – Maureen Sypkens made a motion to adjourn at 7:54 pm. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Fred Barge – Aye, Mohyeddin Kassar – Aye