

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – July 21, 2021

MINUTES

1. CALL TO ORDER: 7:00 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
3. APPROVAL OF MINUTES – Shirley Wachowski moved to accept the minutes from the meeting on June 16, 2021. Mohyeddin 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 June 30, 2021, and the Treasurer's Report from July 21, 2021.

Maureen Sypkens moved to accept the Financial Statement for June 30, 2021, and the Treasurer's Report from July 21, 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

**BOARD MEETING  
July 21, 2021**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF June 30, 2021**

GENERAL EXPENSES	\$	26,570.77
PAYROLL EXPENSES	\$	51,945.23
BANK FEES; MAINTENANCE FEE	\$	46.84
CHARGE CARDS FEE	\$	36.11
<u>TOTAL EXPENDITURES</u>		\$ 78,598.95

**RECEIPTS AS OF July 21, 2021**

FINES, FEES & MISC. INCOME	\$	537.64
PER CAPITA GRANT	\$	
INTEREST INCOME		130.37
Interest on taxes	\$	0
Republic Bank	\$	110.05
Illinois Funds Reinvest	\$	20.32
TAXES PRIOR YEARS		
TAXES CURRENT		
TAXES DEFERRED		
CORPORATE REPLACEMENT TAXES		
OTHER		
<u>TOTAL RECEIPTS</u>		\$ 668.01

**2. Ratification and Confirmation of Investments:**

BANK: Savings Account to Expense Account	
1) Transfer	\$ 79,680.21
2) Deposit	
3) Other	

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

BANK: Expense Account to Payroll Account	
1) Transfer	\$ 55,560.41
2) Deposit	
3) Other	

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

## 5. DIRECTOR'S REPORT

### a. SWAN/RAILS NEWS

1. SWAN removed the COVID-related banners from the catalog.
2. Phone Notice Dialer replacement has begun. Notices for hold pickup and overdue items will come from automated notice scripts specific to each library.

### b. DIGITAL SIGNAGE – 2 new digital signage monitors will be installed on August 9.

### c. RETIREMENT – Kathy Zeleta will be retiring at the end of the year. Directory Losey created a new, Assistant Circulation Supervisor position. Sandy applied and was hired for this position beginning August 3.

### d. STAFF IN-SERVICE – will be in August. The staff will review any changes in policy and procedure and answer questions. There will also be a demonstration of 3-D printing software and equipment that is used for printing. Staff will have the opportunity to use the equipment and learn about 3-D printing. The in-service will also cover the new digital signage.

### e. ANNUAL REPORT TO THE STATE – Director Losey completed and submitted the annual IPLAR report to the State Library on June 29, 2021.

### f. FINE FREE SET-UP – HPL will continue the Fine Free program and will meet with SWAN to set this up. No fines will be charged for overdue items. Library cards will be blocked when items are overdue for a certain number of days and removed when the item is returned.

## 6. UNFINISHED BUSINESS

- A. Building – Director Losey and Fred Barge did a walk-through of the new building space with the architect on 7/13/2021. The space looks pretty clean. Director Losey is preparing a list of items that need to be addressed in the IGA. We are waiting for the State of IL to pass the annual budget that will provide funding for the remodeling process.

## 7. NEW BUSINESS

### A. COVID-19 POLICIES AND PROCEDURES

1. July 31 ends the state of emergency meeting declaration. We will need to see what the new guidelines for in-person board meetings will be.

### B. Meeting Room Policy – will be reviewed by our attorney.

### C. Trustee Replacement – we still need one new board member.

8. REMINDERS – Next meeting will be on September 15, 2021. Location TBD
9. ADJOURNMENT – Donna Kassar made a motion to adjourn. Shirley Wachowski 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