

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – September 15, 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
3. APPROVAL OF MINUTES – Maureen Sypkens moved to accept the minutes from the meeting on July 21, 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 June 30, 2021 and the Treasurer's Report from July 21, 2021.

**BOARD MEETING
September 15, 2021**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF AUGUST 31, 2021

GENERAL EXPENSES	\$	31,913.36
PAYROLL EXPENSES	\$	53,456.33
BANK FEES; MAINTENANCE FEE	\$	49.88
CHARGE CARDS FEE	\$	20.85
<u>TOTAL EXPENDITURES</u>	\$	85,440.42

RECEIPTS AS OF SEPTEMBER 15, 2021

FINES, FEES & MISC. INCOME	\$	618.99
PER CAPITA GRANT	\$	
INTEREST INCOME		119.99
Interest on taxes	\$	
Republic Bank	\$	101.98
Illinois Funds Reinvest	\$	18.01
TAXES PRIOR YEARS	\$	
TAXES CURRENT	\$	
TAXES DEFERRED	\$	
CORPORATE REPLACEMENT TAXES	\$	
OTHER	\$	
<u>TOTAL RECEIPTS</u>	\$	738.98

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account	
1) Transfer	\$ 99,503.64
2) Deposit	
3) Other	
BANK: Expense Account to Savings Account	
1) Transfer	\$ 16.00
2) Deposit	
3) Other	
BANK: Expense Account to Payroll Account	
1) Transfer	\$ 54,317.58
2) Deposit	
3) Other	
BANK: Payroll Account to Expense Account	
ACTIVITY: 1) Transfer	\$
2) Deposit	
3) Other	

- d. Maureen Sypkens moved to accept the Financial Statements for July 31, 2021 and August 31, 2021, and the Treasurer's Reports from August 18, 2021, and September 15, 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. PER CAPITA GRANT – We received our per capita grant funds of \$12,031.58 in September. We expect to start receiving property tax revenue in November.
- b. SWAN/RAILS – DEI task force is updating subject headings to be more inclusive. ASPEN is the new online catalog. Director Losey can customize the catalog to HPL brand. HPL will receive a 5% discount to the Kanopy service.
- c. We are at about 70% of pre-pandemic checkout traffic, mostly still online. DVDs are the first to recover.
- d. DIGITAL SIGNAGE – has been installed and is now running in the library. They are close captioned.
- e. EMPLOYEES – We have hired a new page. Sandy is the new Assistant Circulation Supervisor and is learning the position. Director Losey will be retiring at the end of the year. We may need to have a staff member act as interim Director if we don't have a director in place when Director Losey leaves. We will give current employees the first opportunity for this position. There are also consultants that can help fill this position. The new director will also be overseeing the renovation and move to new building.
- f. SUMMER READING – statistics are in. It was conducted mostly online. A patron donated school supplies to use as prizes for library patrons.
- g. NEW CENSUS DATA – Hillside gained about 160 new residents. The community is fairly evenly split between the three major racial groups, African American, Hispanic, and White.
- h. INVENTORY COMPLETED – the Catalog is now up to date. 470 items have been lost; many items were mis-shelved. Items in poor condition were either removed or replaced.
- i. NEW ELECTION LAWS – The Governor signed a new law aimed at cyber and election security.

6. UNFINISHED BUSINESS

- a. Meeting Room Policy – Director Losey updated the Meeting Room Policy. Maureen Sypkens moved to accept the Meeting Room Policy Revisions. Bill Spain 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
- b. Trustee Replacement – we still need one additional board member.

7. NEW BUSINESS

- a. Strategic Plan Consultant selection – Maureen Sypkens moved to offer Sarah Keister Armstrong the contract to complete the Strategic Plan. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Shirley Wachowski – Aye, Fred Barge – Aye Abstention – Mohyeddin Kassar
- b. COVID-19 Vaccination Policy – now that there is a national vaccination requirement for businesses with over 100 employees, it is easier to enact a vaccination requirement for our employees. Maureen Sypkens motioned to accept the COVID-19 Vaccination Policy. Bill Spain seconded the motion. Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye
- c. Audit Review and Acceptance – the Board received the electronic copy of the audit. Bill Spain made a motion to accept the Audit Review. Maureen Sypkens seconded the motion. Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Fred Barge – Aye
- d. December Holidays Schedule and holiday pay for Benefit Eligible Part-time employees – the policy will remain the same.

8. ANNOUNCEMENTS – Maureen Sypkens thanked Doug Losey for his service to the Hillside Library and wished him well on his retirement.

9. REMINDERS – Next meeting will be October 20, 2021, on Zoom.

10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn at 8:18 PM. Donna Kassar 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