

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – November 15, 2021

MINUTES

1. CALL TO ORDER: 7:03 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, Fred Barge, Mohyeddin Kassar

GUESTS: Maura Terrado and Veronica Spycher

3. APPROVAL OF MINUTES – Maureen Sypkens moved to accept the minutes from the meeting on October 20, 2021. Bill Spain seconded. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Fred Barge – Aye

4. REPORTS OF OFFICERS

a. PRESIDENT – none

b. SECRETARY – none

c. TREASURER'S – Bill Spain presented the Financial Statement for November 17, 2021 and the Treasurer's Report from October 31, 2021.

Mohyeddin Kassar moved to accept the Financial Statements for October 31, 2021, and the Treasurer's Reports from November 17, 2021. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Fred Barge – Aye

**BOARD MEETING
November 17, 2021**

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF October 31, 2021

GENERAL EXPENSES	\$ 27,354.04
PAYROLL EXPENSES	\$ 53,250.81
BANK FEES; MAINTENANCE FEE	\$ 61.85
CHARGE CARDS FEE	\$ 20.99
<u>TOTAL EXPENDITURES</u>	\$ 80,687.69

RECEIPTS AS OF November 17, 2021

FINES, FEES & MISC. INCOME	\$ 1,569.19
PER CAPITA GRANT	\$
INTEREST INCOME	\$ 158.48
Interest on taxes	\$
Republic Bank	\$ 133.75
Illinois Funds Reinvest	\$ 22.71
TAXES PRIOR YEARS	\$ 79.90
TAXES CURRENT	\$ 434,868.17
TAXES DEFERRED	\$
CORPORATE REPLACEMENT TAXES	\$
OTHER	\$
<u>TOTAL RECEIPTS</u>	\$ 436,473.72

2. Ratification and Confirmation of Investments:

BANK: Savings Account to Expense Account

- 1) Transfer \$ 44,944.01
- 2) Deposit
- 3) Other

BANK: Expense Account to Savings Account

- 1) Transfer \$ 397,339.72
- 2) Deposit
- 3) Other

BANK: Expense Account to Payroll Account

- 1) Transfer \$ 51,283.11
- 2) Deposit
- 3) Other

BANK: Payroll Account to Expense Account

- ACTIVITY:
- 1) Transfer \$
 - 2) Deposit
 - 3) Other

5. DIRECTOR'S REPORT

a. SWAN/RAILS

- i. SWAN is initiating more security for the system including more secure passwords.
- ii. ASPEN is now live at 17 SWAN libraries including Hillside Library. It will be launched in the remaining libraries in March.
- iii. Circulation statistics – September 2021 circulation was at 75% of September 2019. The total SWAN collection has increased by 63,500 titles in 2021. The circulation is slowing growing toward pre-pandemic numbers.
- iv. Sikich Risk Assessment continued this month. They are evaluating SWAN IT and Administration practices to highlight opportunities for improvement.
- v. SWAN is planning a transition to BLUECloud Circulation as the main library staff client interface for primary desk functions. New features will include automatic delivery label generation and SWAN will provide delivery label printers to each member library.
- vi. Draft 2022-2023 budget has been published and the anticipated SWAN fee for Hillside Public Library will increase by \$270.

b. STAFFING

- i. We hired a new circulation clerk, Jasmine.
- ii. Employee sexual harassment prevention training, provided by RAILS, is being completed online by every employee.

c. SUCCESSION

- i. Kathy Z is training Sandy and Maura to run monthly reports and use the reporting system.
- ii. Director Losey is meeting with Maura to discuss further duties and tasks that will need to be done until the new director is in place.
- iii. HR Source is beginning the New Director search. The Board Search Committee has met with HR Source. They have also talked with Director Losey about the specifics of his job. They would like to have a timeline for hiring a new director.

d. PUBLIC COMPUTERS – 12 new computers have been ordered for the library.

e. MYPC COMPUTER RESERVATION SYSTEM – We will be evaluating MYPC reservation system vs our current SAM 10.0 software.

6. UNFINISHED BUSINESS

- a. Trustee Replacement – we still need one additional board member.
- b. Strategic Plan – The survey is ready to be distributed. There will be a drawing for a \$100 gift card for those who respond to the survey. They have talked with several stakeholders in the community. We should start to see some survey results soon. We will use the strategic plan to address issues in increasing awareness of the library and the services offered.

7. NEW BUSINESS

- a. Board Holiday Dinner – Dec 4 will be the Board Holiday Dinner. Kathy Z is invited as well.
- b. Staff Holiday Bonus - Donna Kassar motioned to APPROVE THE STAFF HOLIDAY BONUS SCHEDULE. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Fred Barge – Aye
- c. Sunday Hours – Library traffic has been very low on Sundays. We will be gathering more statistics to see if staying open on Sundays is appropriate.

8. ANNOUNCEMENTS

- a. The Village also has several people retiring. The IGA is moving slowly.
- b. Maura will be doing 3D Printer training with Westchester Library.

9. REMINDERS – Next meeting will be January 19, 2022, on Zoom.

10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn at 7:53pm. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens-Aye, Donna Kassar-Aye, Bill Spain-Aye, Mohyeddin Kassar – Aye, Fred Barge – Aye