

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – January 19, 2022

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 via Zoom: Maureen Sypkens, Donna Kassar, Bill Spain, Fred Barge, Mohyeddin Kassar  
GUESTS: Maura Terrado, Veronica Spycher, Amy Franco
3. NEW DIRECTOR – The Board of Trustees has hired Amy Franco for the position of Library Director. She will start on February 14, 2022.
4. APPROVAL OF MINUTES – Mohyeddin Kassar moved to accept the minutes from the meeting on November 17, 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

**BOARD MEETING**

**January 19, 2022**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF December 31, 2021**

|                                  |           |                  |
|----------------------------------|-----------|------------------|
| GENERAL EXPENSES                 | \$        | 49,032.61        |
| PAYROLL EXPENSES                 | \$        | 48,437.32        |
| BANK FEES; MAINTENANCE FEE       | \$        | 48.45            |
| CHARGE CARDS FEE                 | \$        | 66.64            |
| <b><u>TOTAL EXPENDITURES</u></b> | <b>\$</b> | <b>97,585.02</b> |

**RECEIPTS AS OF January 19, 2022**

|                              |           |               |
|------------------------------|-----------|---------------|
| FINES, FEES & MISC. INCOME   | \$        | 431.37        |
| PER CAPITA GRANT             | \$        |               |
| INTEREST INCOME              |           |               |
| Interest on taxes            | \$        | 177.03        |
| Republic Bank                | \$        | 126.66        |
| Illinois Funds Reinvest      | \$        | 50.37         |
| TAXES PRIOR YEARS            | \$        |               |
| TAXES CURRENT                | \$        |               |
| TAXES DEFERRED               | \$        |               |
| CORPORATE REPLACEMENT TAXES  | \$        |               |
| OTHER                        | \$        |               |
| <b><u>TOTAL RECEIPTS</u></b> | <b>\$</b> | <b>608.40</b> |

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

**BANK: Savings Account to Expense Account**

- 1) Transfer \$ 116,593.01
- 2) Deposit
- 3) Other

**BANK: Expense Account to Savings Account**

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

**BANK: Expense Account to Payroll Account**

- 1) Transfer \$ 88,599.83
- 2) Deposit
- 3) Other

**BANK: Payroll Account to Expense Account**

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

## 5. REPORTS OF OFFICERS

- a. PRESIDENT – none
- b. SECRETARY – none
- c. TREASURER’S – Bill Spain presented the Financial Statements for November 30, 2021 and December 31, 2021. Bill Spain also presented the Treasurer’s Reports from December 15, 2021, and January 19, 2022.

Maureen Sypkens moved to ACCEPT THE FINANCIAL STATEMENTS FOR NOVEMBER AND DECEMBER 2021, AND THE TREASURER’S REPORTS FROM DECEMBER 2021 AND JANUARY 2022. 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

## 6. DIRECTOR’S REPORT

- a. SWAN/RAILS – Hillside patrons can now use the new Aspen card catalog. They are still able to access the old card catalog as well.
- b. STATEMENT OF ECONOMIC INTEREST – The annual statement of economic interest will be due by May 1, 2022. Board members should receive an email with instructions on how to complete the statement.
- c. OPEN MEETINGS ACT & FREEDON OF INFORMATION ACT TRAINING – The OMA website is currently down. Once the website is available the training will be completed. The new director will decide who will complete the FOIA training.
- d. LIBRARY INSURANCE RENEWAL – the library’s insurance has been renewed through Cook and Kocher Insurance Group, Inc.
- e. PER CAPITA GRANT – the Per Capita Grant application has been completed and submitted.
- f. PROFESSIONAL PART-TIME and BENEFITS PART-TIME – Director Losey developed a new job categories of “Professional Part-Time” and “Benefits Part-Time.” This will allow professional staff to accrue vacation time or paid days off.
- g. NEW COMPUTERS – We have received 12 new computers for the public computer labs. We still need to buy new monitors and are getting quotes. The new computers are being configured for use and will be installed in the computer labs when ready. We have a new Scanner and a new Cricut machine. Staff are being trained on their use.

## 7. COMMITTEE REPORTS

- a. HIRING COMMITTEE – HR Source was a wonderful resource in finding our new director.

8. UNFINISHED BUSINESS

- a. TRUSTEE VACANCY – we still need one additional board member.
- b. COVID-19 POLICIES AND PROCEDURES – the Board decided to include getting a booster shot to the definition of fully vaccinated in the policy.
- c. SUNDAY HOURS – Library traffic has been very low on Sundays. We will continue to gather statistics to see if staying open on Sundays is appropriate.
- d. RELOCATION OF THE LIBRARY – our attorney sent the IGA to the Village. We have not heard back from them.

9. NEW BUSINESS

- a. 2022 HOLIDAY DAYS CLOSED SCHEDULE – Maureen Sypkens moved to ACCEPT THE 2022 HOLIDAY 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
- b. ANNUAL TIME CAPSULE REMINDER AND RELOCATION – The Time Capsule is scheduled to be opened on June 20, 2025. If the Library relocates before then, we need to move it with us.

10. REMINDERS – Next meeting will be February 16, 2022, on Zoom.

11. ADJOURNMENT – Maureen Sypkens made a motion to adjourn at 7:46 pm. 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