

**HILLSIDE PUBLIC LIBRARY**  
405 N. HILLSIDE AVENUE  
HILLSIDE, IL  
BOARD OF TRUSTEES MEETING – February 16, 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: Amy Franco, Maura Terrado, Veronica Spycher
  
3. NEW DIRECTOR – The Board of Trustees welcomed the new library director, Amy Franco.
  
4. APPROVAL OF MINUTES – Maureen Sypkens moved to ACCEPT THE MINUTES (with the correction of Veronica's name) FROM THE MEETING ON JANUARY 19, 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
  
5. REPORTS OF OFFICERS
  - a. PRESIDENT – none
  - b. SECRETARY – none
  - c. TREASURER'S – Bill Spain presented the Financial Statement for January 31, 2022. Bill Spain also presented the Treasurer's Reports from February 16, 2022.  
  
Donna Kassar moved to ACCEPT THE FINANCIAL STATEMENT FOR JANUARY 31, 2022, AND THE TREASURER'S REPORTS FROM FEBRUARY 16, 2022. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Mohyeddin Kassar – Aye, Donna Kassar – Aye, Fred Barge – Aye, Bill Spain – Aye
  
6. DIRECTOR'S REPORT
  - a. SWAN/RAILS – We are renewing our **RAILS/Ebsco contract**, which provides access to 18 of our databases, including Consumer Reports and Novelist.

- b. **INSERVICE TRAINING** – We will be closing twice annually for **in-service** staff training. Staff need to complete training on emergency preparedness, customer service, and technology, in addition to working on internal training, communications, and cohesion of the team. The dates for the closures will be discussed at the next meeting. The annual SWAN conference will be in August. We will be sending staff to attend that as well.
  - c. **FY2023 BUDGET** – We will review the budget at the March meeting for approval at the April meeting.
  - d. **MEETING WITH VILLAGE OFFICIALS, VENDORS, CONTRACTORS AND STAFF** – Director Franco will be meeting with Village officials to introduce herself and start discussing the IGA and the new building. She will be meeting and conducting Stay Interviews with staff and introducing herself to our current vendors and contractors.
  - e. **OUTSTANDING ISSUES**
    - i. Board committees meet on an as needed basis
    - ii. Statement of Economic Interest will be available soon for Board members to complete.
    - iii. Director Franco will be the primary FOIA officer.
    - iv. The Board needs to complete OMA training. Director Franco will send the information to Board members.
    - v. We need to update the Emergency closure procedures. We will remain open if the schools are open.
    - vi. We will discuss resuming in-person meetings at the March meeting.
  - f. **3 THINGS TO SHARE** – at every board meeting, Director Franco will present 3 talking points for members to share with community members.
    - i. February 3 Things – We have a new director who is super community minded. She would love to meet community members and get to know people.
7. **UNFINISHED BUSINESS**
- a. **TRUSTEE VACANCY** – we still need one additional board member. We will explore additional avenues to recruit a new member.
  - b. **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. Since we normally close on Sundays in the summer months, we will make a final decision on staying open on Sundays in September.
8. **NEW BUSINESS**

- a. MASK MANDATE – Once the statewide mask mandate is lifted, we will continue to strongly recommend wearing masks. We do not want to make the librarians the mask police.
9. REMINDERS – Next meeting will be March 16, 2022, on Zoom.
10. ADJOURNMENT – Mohyeddin Kassar made a motion to adjourn at 8:06 pm. Bill Spain seconded the motion. Motion carried by voice vote.

**BOARD MEETING  
February 16, 2022**

**TREASURER'S REPORT**

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

**EXPENDITURES AS OF January 31, 2022**

GENERAL EXPENSES	\$	46,147.07
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PAYROLL EXPENSES	\$	39,545.26
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BANK FEES; MAINTENANCE FEE	\$	37.06
CHARGE CARDS FEE	\$	66.60
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<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>85,795.99</b>

**RECEIPTS AS OF February 16, 2022**

FINES, FEES & MISC. INCOME	\$	443.90	
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PER CAPITA GRANT	\$		
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INTEREST INCOME	Interest on taxes	\$	188.95
	Republic Bank	\$ 120.84	\$
	Illinois Funds Reinvest	\$ 68.11	\$
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TAXES PRIOR YEARS	\$	1,740.78	
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TAXES CURRENT	\$		
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TAXES DEFERRED	\$		
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CORPORATE REPLACEMENT TAXES	\$		
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OTHER	\$		
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<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>2,373.63</b>	

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

**BANK: Savings Account to Expense Account**

1) Transfer	\$ 14.00
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2) Deposit	
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3) Other	
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**BANK: Expense Account to Savings Account**

1) Transfer	\$ 68,120.50
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2) Deposit	
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3) Other	
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**BANK: Expense Account to Payroll Account**

1) Transfer	\$ 46,079.50
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2) Deposit	
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3) Other	
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**BANK: Payroll Account to Expense Account**

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