

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE
HILLSIDE, IL
BOARD OF TRUSTEES MEETING – March 16, 2022

MINUTES

1. CALL TO ORDER: 7:10 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, Shirley Wachowski
GUESTS: Amy Franco, Dan Graham
3. APPROVAL OF MINUTES – Maureen Sypkens moved to ACCEPT THE MINUTES FROM THE MEETING ON FEBRUARY 16, 2022. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye
4. COMMUNICATIONS – Neighbor's Magazine featured an announcement of our new library director and the Meet the New Director Open House held on March 12, 2022.
5. REPORTS OF OFFICERS
 - a. PRESIDENT – none
 - b. SECRETARY – none
 - c. TREASURER'S – Bill Spain presented the Financial Statement for February 28, 2022. Bill Spain also presented the Treasurer's Reports from March 16, 2022.

Maureen Sypkens moved to ACCEPT THE FINANCIAL STATEMENT FOR FEBRUARY 28, 2022, AND THE TREASURER'S REPORTS FROM MARCH 16, 2022. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

6. DIRECTOR'S REPORT
 - a. BUILDING AND GROUNDS – Director Franco met with the heads of the other taxing bodies for Hillside on February 23 to discuss security practices in the building. She will meet with our architects on March 30. She also talked with Ancel Glink about the IGA.

- b. **MARKETING/WEBPAGE** – We have been having trouble with malware on the webpage. We need to update the site to be ADA compliant as well as address other issues.
- c. **TECHNOLOGY** – The new scanner is installed and operational. The new public computers are ready to be installed once the monitors arrive.
- d. **RAILS/SWAN UPDATE** – The SWAN FY23 budget and membership fees were approved at their quarterly meeting. Our fees will increase by \$1026 which includes the State LLSAP Grant discount. SWAN is planning to install upgrades on Sunday, April 17, which shouldn't affect us too much as we will be closed for the Easter holiday. The ILLINET ILL Statistical Survey and state certification for FY 2022 has been completed.
- e. **STRATEGIC PLAN** – Director Franco met with Sarah Armstrong to jumpstart collecting data for the strategic plan. The plan is to survey students before summer break. We will also be focusing on community engagement once we get our IT system upgrades in place.
- f. **PERSONNEL** – Sandy Martinez was promoted to Circulation Manager. Due to resignations we are currently looking to fill two positions, a page and a clerk. Director Franco held one-on-one meetings with all the staff members. They are looking forward to working with the new director. Improvement suggestions include more structure, better communication and vision for the future. We will be updating job descriptions and core competencies to current job standards. Kathy Zaleta received an accelerated payment due to her pay raise structure in the last few years before retirement. This will come out of the personnel budget.
- g. **VILLAGE NEWS** – The Proviso Teachers Union are currently on strike. This affects some of our pages in School District 209.
- h. **CONTINUING EDUCATION AND MEETINGS** – Director Franco will be attending the Public Library Association Annual Conference in Portland, OR, from March 22-28.
- i. **3 THINGS TO SHARE**
 - i. We still need one new board member.
 - ii. We will have all new computers for the public soon.
 - iii. National Library Week is April 4-8. We will have programs every day to celebrate. April 7 is Family Reading Night – post photos of you and your family reading on social media to jumpstart our marketing efforts.

- j. Bill Spain moved to ACCEPT THE DIRECTOR’S REPORT. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

7. UNFINISHED BUSINESS

- a. STATEMENTS OF ECONOMIC INTEREST – Board members should receive notification by email. They must be completed by May 2, 2022.
- b. OPEN MEETINGS ACT TRAINING – Board members need to complete this training by the next board meeting.
- c. TRUSTEE VACANCY – Director Franco created an application for new trustees. She will be working on recruiting another board member.
- d. 3-D PRINTER – Needs to have a good ventilation system. We will look into adding it to the Maker Space in the new building.

8. NEW BUSINESS

- a. MEETING DATES FOR FY 2022-2023 – Director Franco presented the meeting calendar for the new fiscal year. We will discuss when we will start meeting in person.

Bill Spain made a motion to APPROVE THE FY 2022-2023 MEETING DATE CALENDAR. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

- b. STAFF RAISES – Since we don’t have any means of evaluating performance/merit for staff, Director Franco suggested COL raise (5.9%) for everyone who has been in their current positions for more than 3 months and not offering any merit raises. There is a minimum wage increase coming in January 2023 and we need to remain competitive in the market in addition to making staff feel appreciated.

Donna Kassar motioned to ACCEPT THE FY 2023 RAISE RECOMMENDATION. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

- c. CYBERSECURITY AND DISASTER RECOVERY PLAN – the Hillside Library website was hacked earlier in February. Our cyber security systems are out of date, and we are very vulnerable to attacks. Cyber security insurance for the

Library was not renewed this year because our software is out of date. Versatile consultant, Dan Graham, explained the proposed disaster recovery plan including hourly backups onsite and to the cloud, and migrating to Office 365. Dan will provide the Board with the details of the Disaster Recovery Plan. There is money in the budget for this expense. We will reevaluate this contract next year. We may reconvene the Facilities Committee to address this issue in the future.

Bill Spain made a motion to APPROVE THE PURCHASE OF THE DISASTER RECOVERY PLAN. Maureen Sypkens seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

- d. DESIGN PROPOSAL – The proposal from Yearbook Studios covers a new design identity: new website design, new logo, and collateral – professionally produced newsletters, brochures and other printed documents. Director Franco found a local company with many good references.

Maureen Sypkens made a motion to ACCEPT THE YEARBOOK DESIGN PROPOSAL. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

- e. REVIEW OF THE OPERATING APPROPRIATIONS RESOLUTION FOR FY 2023 – Director Franco increased the appropriation for technology in order to reflect recent changes. Board members should review this document which will be presented for a vote at the April meeting.
- f. REVIEW OF THE BUDGET FOR FY 2023 – The budget has some significant changes from previous years as the director reallocated money from areas where we are overbudget into technology, newsletters, and other areas in order to get us up to industry standards. The capital expenditures reflect the upcoming move into the new space. We will be voting on the budget at the April meeting.
- g. 2022 – 2024 LIBRARY CLOSURE DATES – includes normal library closure dates and dates to close for staff in-service dates.

Maureen Sypkens made a motion to ACCEPT THE 2022-24 LIBRARY CLOSURE DATES. Mohyeddin Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

9. REMINDERS – Next meeting will be April 20, 2022, on Zoom.

10. ADJOURNMENT – Bill Spain made a motion to adjourn at 8:42 pm. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Donna Kassar – Aye, Mohyeddin Kassar – Aye, Shirley Wachowski – Aye, Bill Spain – Aye, Fred Barge – Aye

BOARD MEETING
March 16, 2022

TREASURER'S REPORT

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF February 31, 2022

| | | |
|-----------------------------------|----|-----------|
| <u>GENERAL EXPENSES</u> | \$ | 35,545.16 |
| <u>PAYROLL EXPENSES</u> | \$ | 41,298.84 |
| <u>BANK FEES; MAINTENANCE FEE</u> | \$ | 40.50 |
| <u>CHARGE CARDS FEE</u> | \$ | 81.89 |
| <u>TOTAL EXPENDITURES</u> | \$ | 76,966.39 |

RECEIPTS AS OF March 16, 2022

| | | |
|---------------------------------------|-------------------------|------------|
| <u>FINES, FEES & MISC. INCOME</u> | \$ | 807.66 |
| <u>PER CAPITA GRANT</u> | \$ | |
| <u>INTEREST INCOME</u> | Interest on taxes | \$ 199.85 |
| | Republic Bank | \$ 105.80 |
| | Illinois Funds Reinvest | \$ 94.05 |
| <u>TAXES PRIOR YEARS</u> | \$ | |
| <u>TAXES CURRENT</u> | \$ | |
| <u>TAXES DEFERRED</u> | \$ | 165,004.78 |
| <u>CORPORATE REPLACEMENT TAXES</u> | \$ | |
| <u>OTHER</u> | \$ | |
| <u>TOTAL RECEIPTS</u> | \$ | 166,012.29 |

2. Ratification and Confirmation of Investments:

| | |
|---|--------------|
| <u>BANK: Savings Account to Expense Account</u> | |
| 1) Transfer | \$ 31,242.32 |
| 2) Deposit | |
| 3) Other | |

| | |
|---|---------------|
| <u>BANK: Expense Account to Savings Account</u> | |
| 1) Transfer | \$ 121,893.61 |
| 2) Deposit | |
| 3) Other | |

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|---|--------------|
| <u>BANK: Expense Account to Payroll Account</u> | |
| 1) Transfer | \$ 40,735.09 |
| 2) Deposit | |
| 3) Other | |

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|---|----|
| <u>BANK: Payroll Account to Expense Account</u> | |
| ACTIVITY: 1) Transfer | \$ |
| 2) Deposit | |
| 3) Other | |