

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – May 17, 2023
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:00 pm by Maureen Sypkens.
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: PRESENT - Maureen Sypkens, Donna Kassar, Bill Spain, Ron Vaisvila, Geneva Allen, Sandy Barge in person, Shirley Wachowski arrived at 7:06pm via Zoom.
Guest: Director Amy Franco
3. WELCOME TO NEW TRUSTEES – The new trustees were sworn in at the Village Hall on Monday, May 15, 2023. They were formally welcomed to the Library Board.
4. ELECTION OF OFFICERS – Maureen Sypkens made a motion to NOMINATE THE FOLLOWING MEMBERS FOR OFFICER POSITIONS:
President: Maureen Sypkens
Vice President: Shirley Wachowski
Treasurer: Bill Spain
Secretary: Donna Kassar
Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – AYE, Geneva Allen – AYE, Sandy Barge – AYE
5. APPOINTMENT OF COMMITTEES – There are two standing committees – Finance and Facilities and one special committee – Personnel.
Maureen Sypkens made a motion TO APPOINT THE FOLLOWING MEMBERS TO THESE COMMITTEES -
Finance – Bill Spain (chair), Maureen Sypkens, Donna Kassar
Facilities – Maureen Sypkens (chair), Ron Vaisvila, Sandy Barge, Geneva Allen, Bill Spain
Personnel – Shirley Wachowski (chair), Geneva Allen, Sandy Barge, Donna Kassar
Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – AYE, Geneva Allen – AYE, Sandy Barge – AYE
6. APPROVAL OF MINUTES
 - a. BOARD MEETING - Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON APRIL 19, 2023. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens –

AYE. Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – ABSTAIN, Geneva Allen – AYE, Sandy Barge – ABSTAIN

- b. FINANCE COMMITTEE – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE FINANCE COMMITTEE MEETING ON MAY 2, 2023. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE. Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – ABSTAIN, Geneva Allen – AYE, Sandy Barge – ABSTAIN
7. COMMUNICATIONS –
- a. Letter from Hannah Rapp in support of keeping *Gender Queer* and *Lawn Boy* in the YA section of the library.
 - b. Requestion for Reconsideration of *Lawn Boy* as a YA book from Ron Vaisvila.
 - c. Letter from Alexi Giannoulis, IL Secretary of State, celebrating National Library Week.
 - d. Grand Opening of Bellwood Library on June 10, 2023 and the Grand Re-Opening of the Broadview Library on May 20, 2023.
 - e. FOIA request from Ron Vaisvila for the members of the Reconsideration Committee and the Hillside Library Policy on Reconsideration of books.
 - f. Letter from Alexi Giannoulis concerning new legislation to Prevent Book Bans that was approved by the General Assembly
 - g. Response to book challenge from Amy Franco
8. SECRETARY’S REPORT – on Saturday, May 13, 2023. Donna Kassar and Maureen Sypkens attended the ILA Trustee Workshop on Conducting an Effective Board Meeting. Some highlights from the meeting include:
- a. In Person Attendance - under OMA if there is a quorum physically present, a member can attend virtually, but only if they are traveling for work or have a health/family emergency.
 - b. They suggested having a policy for not using private email or phone calls during meetings because they may be FOIA-able.
 - c. For contracts above \$25K, they should be awarded to the lowest "Responsible" bidder. We should have clear reasons for choosing the vendor.
 - d. Patron Suspension - need to be careful of first amendment issues when suspending someone for longer periods.
 - e. Closed Session minutes are approved at the next closed session meeting.
- Geneva Allen made a motion to ACCEPT THE SECRETARY’S REPORT. Bill Spain seconded the motion. Motion carried by voice vote.
9. TREASURER’S REPORT – Bill Spain presented the Treasurer’s Report from May 17, 2023, and the Financial Statements from April 30, 2023. Next month we will have a new format for the Financial Statements that will state expenses more clearly. Bill Spain made a motion to ACCEPT THE TREASURER’S REPORT FROM MAY 17, 2023, AND THE FINANCIAL REPORT FROM APRIL 30, 2023. Shirley Wachowski seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens – AYE.

Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – AYE, Geneva Allen – AYE, Sandy Barge – AYE

10. DIRECTOR'S REPORT

- a. Trustee Transition - Geneva Allen, Ron Vaisvila, Sandy Barge completed their onboarding trustee training, and the three outgoing trustees completed their exit interviews. There will be a full board training with Deiters & Todd on July 8, 2023.
- b. Building and Grounds – Negotiations are ongoing for removal of trees on the west lawn and improvements on the south side of the building. The concrete project is scheduled for June. Carpet cleaning and window cleaning will be completed in May.
- c. Business Office – the Personal Property Replacement Tax has arrived in the amount of \$94,436.87. We should not expect such a high amount next year. This amount has been added to the liquid fund at PFM.
Staff is currently gathering information for the IPLAR and completing pre-audit work.
- d. Technology
 - i. 3 Chicagoland libraries received a ransomware attack. The libraries that have the same BCDR plan that we have had minimal impact. The third library, without proper precautions, will have a substantial monetary impact to get their data restored. Director Franco has been working with our IT company to make sure that we are protected in case of a similar attack.
 - ii. New software has been deployed on the public computers to maintain user privacy.
 - iii. Backups for our email and Microsoft 365 platform have been implemented.
 - iv. Our Microsoft 365 license and BCDR contracts renewed.
 - v. The server migration is in phases 4-5 out of 8. Soon the old servers will be decommissioned.
- e. RAILS/SWAN Updates – HB2789 passed the Illinois legislature. The bill would render libraries ineligible for state grants, including the Per Capita Grant, if we allow book challenges to move forward. \$13 million of our new building project is funded by a state grant.
- f. The Open House showcasing the plans for the new website, logo, and building was a success. Over 100 people attended the Open House.
- g. Personnel – the new employee mental health benefits, including the Employee Assistance Program and access to CALM, have launched.
- h. Continuing Education and Meetings – one staff member attended the Reaching Forward conference on May 5, 2023. Staff will be attending the ILA conference in June.
- i. Circulation Statistics – we will be revamping the circulation report. All statistics are significantly increased from FY 2022.
- j. In FY 2023, Department Heads will be submitting monthly reports.

- k. Item to Share - We now have a Notary Public.
- l. Donna Kassar made a motion to ACCEPT THE DIRECTOR'S REPORT FOR May 17, 2023. Bill Spain seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens – AYE. Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – ABSTAIN, Geneva Allen – AYE, Sandy Barge – AYE

11. NEW BUSINESS

- a. Review of *Serving our Public*: Chapters 1: Core Standards and Chapter 2: Governance and Administration. We are meeting all standards for these chapters.
- b. Approval of Revised Purchasing Policy – The Finance Committee reviewed the Purchasing Policy in their committee meeting on May 2, 2023. The committee recommended to decrease the director's authority to spend to \$7500, increased the threshold to solicit bids to \$25,000 and increased the Petty Cash amount to \$1000. Bill Spain made a motion to ACCEPT THE REVISED PURCHASING POLICY. Maureen Sypkens seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens – AYE. Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – AYE, Geneva Allen – AYE, Sandy Barge – AYE
- c. Approval of Purchasing a New Self-Check Machine from Biblioteca – Ron Vaisvila made a motion to TABLE THE MOTION TO APPROVE PURCHASING THE NEW SELF-CHECK MACHINE FROM BIBLIOTECA UNTIL THE NEXT MEETING. Geneva Allen seconded the motion. The motion carried by Roll Call Vote: Maureen Sypkens – AYE. Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Ron Vaisvila – AYE, Geneva Allen – AYE, Sandy Barge – AYE

12. NEXT MEETING –June 21, 2023. The Board workshop will be on July 8, 2023.

13. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:28pm. Bill Spain seconded the motion. The motion carried by voice vote.

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR MAY 2023
 May 17, 2023

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF APRIL 30, 2023

OPERATIONS		\$57,501.78
PERSONNEL		\$60,911.18
BANK FEES:	Maintenance Fee	\$210.92
	Charge Card Fees	\$0.00
TOTAL EXPENDITURES		<u>\$118,623.88</u>

RECEIPTS AS OF APRIL 30, 2023

FINES, FEES & MISCELLANEOUS INCOME		\$400.57
PER CAPITA GRANT		\$0.00
INTEREST INCOME	Republic Bank	\$833.54
	Illinois Funds Reinvest	\$4,334.91
	PFM Reinvest	\$3,577.52
TAXES PRIOR YEARS		\$2,639.55
TAXES CURRENT		-\$1,594.19
TAXES ADVANCE		\$402,032.48
CORPORATE REPLACEMENT TAXES		\$94,436.87
OTHER		\$250.99
TOTAL RECEIPTS		<u>\$506,912.24</u>

2. Fund Balances as of APRIL 30, 2023

11-2900	Library Fund (Cash & Investment)	\$1,533,603.06
71-2900	Building Reserve Fund	\$2,067,667.93
80-2900	Building Maintenance Fund	-\$24,666.25
91-2900	FICA Fund	-\$12,724.37
92-2900	IMRF Fund	-\$44,862.98
93-2900	Unemployment Fund	\$27,239.07
94-2900	Workers' Comp Fund	-\$1,309.10
95-2900	Insurance Fund	-\$11,036.62
96-2900	Audit Fund	\$7,190.21
TOTAL FUND BALANCES		<u>\$3,541,100.95</u>