

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – June 21, 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, Geneva Allen, Sandy Barge. Absent: Shirley Wachowski
Guest: Director Amy Franco, Brian Bruns, Ryan Cox, Linda Bannon, Yolanda Bindert
3. AUDIENCE PARTICIPATION
 - a. Brian Bruns from Outsource Solutions Group, our IT provider, discussed the status of the server project and other services they are providing. Additionally, the IT upgrades that we have put in place in the last year are working well and have resulted in lower cyber security insurance costs. We will put a tech replacement timeline plan in place and monitor staff and public computers for drive health.
 - b. Linda Bannon addressed the Board with her concerns about book challenges. She feels that it is the parents' job to monitor what materials their children are accessing. It is not the job of the librarians or the Board. Geneva Allen commented that she feels that the book in question is not appropriate for young people.
4. APPROVAL OF MINUTES
 - a. SPECIAL MEETING on May 15, 2023, for the purpose of swearing in the new Board members - Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE SPECIAL MEETING ON May 15, 2023. Donna Kassar seconded the motion. The motion carried by voice vote.
 - b. REGULAR MEETING of May 17, 2023 – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON MAY 17, 2023. Bill Spain seconded the motion. Motion carried by voice vote.
5. COMMUNICATIONS –
 - a. Hillside Public Library is on the cover of the *ILA Reporter* this month.
 - b. We have received the Per Capita Grant funds for 2023.
 - c. Cook County government is extending paid parental leave. We will be considering this for library staff in the future.
6. TREASURER'S REPORT – Bill Spain presented the Treasurer's Report from June 21, 2023, and the Financial Statement from May 31, 2023. We have a new format for the

financial statements this month.

Bill Spain made a motion to ACCEPT THE TREASURER'S REPORT FROM JUNE 21, 2023, AND THE FINANCIAL REPORT FROM MAY 31, 2023. Donna Kassar seconded the motion.

The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE

7. DIRECTOR'S REPORT

- a. Department Heads Reports – each department head will be submitting a monthly report to the board.
- b. Annual Reporting Statistics – will be in a new format going forward. All reported metrics have increased substantially throughout the year.
- c. Building and Grounds – landscaping and concrete projects completed. The book drop was moved under the overhang to prevent water damage. A donated Little Free Library was installed near the new patio space.
- d. Business Office - The audit is underway. Health insurance renewal was a lower increase than expected (less than 5%).
- e. House Bill 2789 was signed – book bans are now banned in Illinois. We are accountable to uphold the Freedom to Read Statement and the Freedom to View Statement or we will lose our state funding.
- f. RAILS/SWAN Updates –SWAN conducted a cost savings analysis for district libraries and found that membership in SWAN saves an average library \$54,000 per year.
- g. Continuing Education and Meetings – the ALA conference is this weekend. All librarians will be attending at least one day.
- h. Technology – we have a new subscription to Hive Class Health and Fitness Database and app.
- i. Sunday openings – the Board will decide at the July meeting whether to start opening on Sundays again. We would need to hire more personnel but currently have limited workspace for them.
- j. 3 Things to Share
 - i. Summer Reading, “Find Your Voice” has kicked off. Reading will be tracked online or via an app. Lots of great programs and prizes.
 - ii. HPL is partnering with the Fire Department on June 24 for a Blood Drive.
 - iii. HB2789 protecting Freedom to Read has been signed into law.
- k. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR'S REPORT FOR JUNE 21, 2023. Bill Spain seconded the motion. The motion carried by voice vote.

8. UNFINISHED BUSINESS

- a. SELF-CHECK MACHINE – Maureen Sypkens made a motion to APPROVE BIBLIOTHECA QUOTE TO PURCHASE A NEW SELF-CHECK MACHINE IN THE AMOUNT OF \$11,618.68. Bill Spain seconded the motion. The motion

carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE

9. NEW BUSINESS

- a. Review of *Serving our Public*: Chapters 3: Personnel. We are meeting all standards for this chapter. We have created and implemented job descriptions, wrote new evaluation documents and all staff has been evaluated.
- b. RESIGNATION OF RON VAISVILA - Bill Spain made a motion to ACCEPT THE RESIGNATION OF RON VAISVILA AND DECLARE A PUBLIC OFFICE VACANCY. Geneva Allen seconded the motion. Motion carried by voice vote.
- c. Approval of Nonresident Card and Annual Fee – Maureen Sypkens made a motion to APPROVE THE NONRESIDENT CARD AND ANNUAL FEE OF \$497.83. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE
- d. Approval of Illinois Public Library Annual Report (IPLAR) – Donna Kassar made a motion to APPROVE THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR). Bill Spain seconded the motion. The motion carried by voice vote.

10. INTERVIEW OF YOLANDA BINDERT FOR BOARD VACANCY – The board decided to remain in open session while interviewing Yolanda Bindert. She is a strong supporter of the Hillside Library and would consider it a privilege to join the board. Maureen Sypkens made a motion to NOMINATE YOLANDA BINDERT TO FILL THE VACANCY OF RON VAISVILA UNTIL THE 2025 ELECTION. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE

11. ANNOUNCEMENTS

- a. The Board workshop will be on July 8, 2023.
- b. The next regular meeting will be on July 19, 2023.

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

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR June 2023
June 21, 2023

1. Review of Bills and Financial Accounting:

EXPENDITURES AS OF MAY 31, 2023

PERSONNEL	\$60,007.95
OPERATIONS	\$15,385.22
PROFESSIONAL SERVICES	\$10,752.35
MATERIALS	\$6,049.79
PROGRAMS	\$1,328.06
BUILDING	\$8,957.67
CAPITAL	\$4,285.07
TOTAL EXPENDITURES	<u>\$106,766.11</u>

RECEIPTS AS OF MAY 31, 2023

FINES, FEES & MISCELLANEOUS INCOME	\$86.17
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,097.97
Illinois Funds Reinvest	\$4,701.41
PFM Reinvest	\$3,671.20
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	<u>\$9,556.75</u>

2. Fund Balances as of MAY 31, 2023

11-2900	Library Fund (Cash & Investment)	\$1,544,460.03
71-2900	Building Reserve Fund	\$2,067,667.93
80-2900	Building Maintenance Fund	-\$33,843.13
91-2900	FICA Fund	-\$16,220.82
92-2900	IMRF Fund	-\$47,542.22
93-2900	Unemployment Fund	\$26,802.66
94-2900	Workers' Comp Fund	-\$1,309.10
95-2900	Insurance Fund	-\$11,202.62
96-2900	Audit Fund	\$7,190.21
TOTAL FUND BALANCES		<u>\$3,536,002.94</u>