

HILLSIDE PUBLIC LIBRARY  
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – July 19, 2023  
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:01 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, Shirley Wachowski, Yolanda Bindert  
Guest: Director Amy Franco, Maura Terrado
3. AUDIENCE PARTICIPATION
  - a. Maura Terrado, Adult and Youth Department Director, discussed the latest updates for her department. There are now 3 Launchpad preloaded tablets for preschoolers; other programs may include ASL and ACT/SAT Prep. The Hive Class sports training database is now live. We are using Sandwich boards outside of the library to advertise programs. We joined the Illinois Libraries Present series for online discussions with prominent authors.
4. APPROVAL OF MINUTES
  - a. REGULAR MEETING of June 21, 2023 – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON JUNE 21, 2023. Bill Spain seconded the motion. Motion carried by voice vote.
  - b. SPECIAL MEETING on July 8, 2023, for a trustee training workshop - Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE SPECIAL MEETING ON JULY 8, 2023. Shirley Wachowski seconded the motion. The motion carried by voice vote.
5. COMMUNICATIONS –
  - a. Additional letters supporting the Library in reference to the book challenge were received after the last Board meeting.
6. FINANCIAL REPORTS – Bill Spain presented the Treasurer's Report from June 30, 2023, and the Financial Statement from June 30, 2023.

Bill Spain made a motion to ACCEPT THE TREASURER'S REPORT FROM JUNE 30, 2023, AND THE FINANCIAL REPORT FROM JUNE 30, 2023. Shirley Wachowski 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, Shirley Wachowski – AYE, Yolanda Bindert – AYE

## 7. DIRECTOR'S REPORT

- a. Building and Grounds
  - i. The concrete project is complete and now the sidewalk on the south side of the building is ADA compliant. However, the door is not.
  - ii. There have been three instances of flooding in the basement since the last board meeting. We will be waterproofing the basement and removing the carpet for easier cleanup.
  - iii. New construction – negotiations on the new IGA is underway.
- b. Business Office – the audit is underway. Board members will each need to complete a fraud questionnaire. Lauterbach and Amen are doing a great job with the financials. Director Franco renegotiated the natural gas contract.
- c. Technology – the server project is still stalled as we wait for TBS to recover from the ransomware attack. The Biblioteca self-check machine is on order. The website project is a top priority again.
- d. Programming – we are at the halfway point of summer reading with a good turnout. We are receiving positive feedback from the Spanish-language programs.
- e. Revision of the Mission, Vision and Values statements will be undertaken this fall.
- f. NBC News submitted a FOIA request concerning book challenges we have received in the last 10 years.
- g. 3 Things to Share
  - i. Summer Reading, “Find Your Voice,” is underway. There is still time to join.
  - ii. The Summer Reading finale will be on August 5 at 2pm. Stop by to participate in a drum circle and enjoy fun activities and treats.
  - iii. The Little Free Library in front of the library has been registered and chartered. Stop by and add/take a book.
- h. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR'S REPORT FOR JULY 19, 2023. Shirley Wachowski seconded the motion. The motion carried by voice vote.

## 8. NEW BUSINESS

- a. Review of *Serving our Public*: Chapter 4: Access. We completed disability awareness training for all staff. We have completed the concrete project, landscaping updates, removal of trees in the front of the building. The staff does a daily building and grounds review. We have updated the furniture in the children's area. The areas we are lacking in are due to the state of our current building.

- b. Strategic Plan Update – we have made a lot of progress in all areas, especially in community engagement.
- c. Sunday Hours – Foot traffic data shows low usage on Saturdays. Additionally, current staff has little workspace. Opening on Sunday will be revisited when we get closer to moving to the new building. Maureen Sypkens made a motion to REMAIN CLOSED ON SUNDAYS. Bill Spain seconded the motion. The motion carried by voice vote.

9. ANNOUNCEMENTS

- a. The next regular meeting will be on August 16, 2023.

10. ADJOURNMENT – Shirley Wachowski moved to adjourn the meeting at 7:46 pm. Geneva Allen seconded the motion. The motion carried by voice vote.

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES  
TREASURER'S REPORT FOR JUNE 30, 2023**

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

**EXPENDITURES AS OF JUNE 30, 2023**

|                           |                     |
|---------------------------|---------------------|
| PERSONNEL                 | \$85,046.94         |
| OPERATIONS                | \$11,842.98         |
| PROFESSIONAL SERVICES     | \$23,898.36         |
| MATERIALS                 | \$20,000.91         |
| PROGRAMS                  | \$4,263.06          |
| BUILDING                  | \$5,462.04          |
| CAPITAL                   | \$4,065.05          |
| <b>TOTAL EXPENDITURES</b> | <b>\$154,579.34</b> |

**RECEIPTS AS OF JUNE 30, 2023**

|                                    |                    |
|------------------------------------|--------------------|
| FINES, FEES & MISCELLANEOUS INCOME | \$1,105.71         |
| PER CAPITA GRANT                   | \$0.00             |
| INTEREST INCOME                    |                    |
| Republic Bank                      | \$1,549.85         |
| Illinois Funds Reinvest            | \$4,652.52         |
| PFM Reinvest                       | \$2,738.00         |
| TAXES PRIOR YEARS                  | \$0.00             |
| TAXES CURRENT                      | \$21,957.99        |
| TAXES ADVANCE                      | \$0.00             |
| CORPORATE REPLACEMENT TAXES        | \$0.00             |
| OTHER                              | \$0.00             |
| <b>TOTAL RECEIPTS</b>              | <b>\$32,004.07</b> |

**2. Fund Balances as of June 30, 2023**

|                            |                                  |                       |
|----------------------------|----------------------------------|-----------------------|
| 11-2900                    | Library Fund (Cash & Investment) | \$1,434,248.51        |
| 20-2900                    | Building Maintenance Fund        | -\$37,921.87          |
| 30-2900                    | FICA Fund                        | -\$20,924.86          |
| 40-2900                    | IMRF Fund                        | -\$50,432.80          |
| 50-2900                    | Insurance Fund                   | -\$11,533.57          |
| 52-2900                    | Unemployment Fund                | \$26,804.12           |
| 54-2900                    | Workers Comp Fund                | -\$1,265.42           |
| 60-2900                    | Audit Fund                       | \$7,335.82            |
| 70-2900                    | Building Reserve Fund            | \$2,067,667.93        |
| <b>TOTAL FUND BALANCES</b> |                                  | <b>\$3,413,977.86</b> |