

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – August 16, 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 In Person - Bill Spain, Geneva Allen, Sandy Barge, Yolanda Bindert. On Zoom: Maureen Sypkens. Donna Kassar arrived in person at 7:12 pm
Guest: Director Amy Franco, Sandy Martinez
3. AUDIENCE PARTICIPATION
 - a. Sandy Martinez, Circulation and Facilities Manager, discussed the outreach events her department are participating in such as donating old ink cartridges, craft activities for children and adults, and back-to-school backpack giveaways. They plan activities and events each month. This outreach has resulted in an increase in library traffic of 21% year over year. Sandy has successfully taken on the supervision of building and grounds maintenance. She and her Notary services staff can help bilingual patrons understand documents in English.
4. APPROVAL OF MINUTES
 - a. REGULAR MEETING of July 19, 2023 – Maureen Sypkens made a motion to APPROVE THE MINUTES FOR THE BOARD MEETING ON JULY 19, 2023. Bill Spain seconded the motion. Motion carried by voice vote.
5. FINANCIAL REPORTS – Bill Spain presented the Treasurer's Report and the Financial Statement from July 31, 2023.

Bill Spain made a motion to ACCEPT THE TREASURER'S REPORT FROM JULY 31, 2023, AND THE FINANCIAL REPORT FROM JULY 31, 2023. Geneva Allen 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, Yolanda Bindert – AYE
6. DIRECTOR'S REPORT
 - a. Building and Grounds – Our wet sprinkler failed the annual inspection. We need to complete the repairs before the inspection next month (\$7600). These types of issues should be addressed in a Long-Range Plan which we will be working on.

- b. Business Office - The audit draft looks good; it will be finalized once the Village gives us the IMRF information. The tax income will be delayed until December. One of our CDs at PFM is maturing next week. We will reinvest the money. The scholarship fund was moved to a CD at Republic Bank so that it will earn more interest and we will be able to offer 1-2 scholarships from the interest next year.
- c. Technology – The server migration is complete. The old servers will be recycled. We will be installing the SonicWall as well. The Bibliotheca self-check machine was damaged in transit. We will be getting a replacement unit. The new website and logo will be introduced in the fall. We are looking at transferring our Disaster Recovery to OSG due to poor customer service issues with Datto. We joined CISA (a department of Homeland Security) who will simulate a hack into our server and see what our vulnerabilities are.
- d. RAILS/SWAN Updates – We issued our first Cards for Kids cards under our new Universal Access Policy. We will be trying to reach more families in that unserved population.
- e. Programming/Outreach/Community Engagement – Summer Reading was a great success. We had increases in all benchmarks. We will be participating in the Proviso Library Crawl in September.
- f. Personnel – We have a new Electronic Resources Assistant starting next week. Our benchmarking analysis and structure development project with HR Source will begin next month.
- g. Continuing Education and Meetings - The Fall Inservice will focus on creating a new mission and vision statements for the library and crafting a new values statement for staff.
- h. 3 Things to Share
 - i. September is Library Card Sign-Up Month. We are also participating in the Proviso Library Crawl– you could win \$100 by visiting nearby libraries.
 - ii. The Library can help get children registered for school. You can print registration documents and get them notarized for free. We have bilingual notaries.
 - iii. We will be co-hosting a virtual event, *Book Challenges on the Rise: Support your Freedom to Read* on October 2 featuring keynote speakers Alexi Giannoulis, IL Secretary of State and Monica Harris, Executive Director of RAILS.
- i. Donna Kassar made a motion to ACCEPT THE DIRECTOR’S REPORT FOR AUGUST 16, 2023. Bill Spain seconded the motion. The motion carried by voice vote.

7. NEW BUSINESS

- a. Review of *Serving our Public*: Chapter 5: Building Infrastructure and Maintenance. We have been making building infrastructure and maintenance improvement throughout the year. We meet all minimum standards.

- b. Tuition Reimbursement - Donna Kassar made a motion to APPROVE THE TUITION REIMBURSEMENT REQUEST FROM MONZERRAT RODRIGUEZ IN THE AMOUNT OF \$2667. Bill Spain seconded the motion. Motion carried by roll call vote – Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE, Yolanda Bindert – AYE
 - c. Revision of Unattended Child Policy – The new policy allows children 9 and older to be left unsupervised in the library. Younger children must be supervised by someone 14 years old or older. The wait time for unattended children before calling the police will be 10 minutes. Donna Kassar made a motion to APPROVE THE REVISED UNATTENDED CHILD POLICY. Yolanda Bindert seconded the motion. Motion carried by voice vote.
 - d. Revised Identity Protection Policy – The policy was updated to fulfill the Illinois Identity Protection Act requirements. Maureen Sypkens made a motion to APPROVE THE REVISED IDENTITY PROTECTION POLICY. Donna Kassar seconded the motion. The motion carried by voice vote.
 - e. Disposal of Surplus Property Policy – The new policy gives the library director the authority to dispose of items under \$1000 in value. Bill Spain made a motion to APPROVE THE DISPOSAL OF SURPLUS PROPERTY POLICY. Geneva Allen seconded the motion. Motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE, Yolanda Bindert – AYE
 - f. Discussion of Library Materials Challenges – We need to uphold the Freedom to Read statement. The board members received the document “Challenges to Materials and Programs: The Role of Library Trustees and Board Members.”
8. ANNOUNCEMENTS - The next regular meeting will be on September 20, 2023.
9. ADJOURNMENT –Bill Spain moved to adjourn the meeting at 8:07 pm. Donna Kassar seconded the motion. The motion carried by voice vote.

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR JULY 31, 2023**

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF JULY 31, 2023

PERSONNEL	\$57,859.56
OPERATIONS	\$4,140.73
PROFESSIONAL SERVICES	\$9,702.48
MATERIALS	\$12,215.25
PROGRAMS	\$1,269.87
BUILDING	\$17,451.26
CAPITAL	\$1,205.92
TOTAL EXPENDITURES	<u>\$103,845.07</u>

RECEIPTS AS OF JULY 31, 2023

FINES, FEES & MISCELLANEOUS INCOME	\$909.74
PER CAPITA GRANT	\$12,272.00
INTEREST INCOME	
Republic Bank	\$1,062.41
Illinois Funds Reinvest	\$4,945.87
PFM Reinvest	\$3,195.23
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	<u>\$22,385.25</u>

2. Fund Balances as of July 31, 2023

11-2900	Library Fund (Cash & Investment)	\$1,377,244.74
20-2900	Building Maintenance Fund	-\$50,081.01
30-2900	FICA Fund	-\$24,276.68
40-2900	IMRF Fund	-\$53,037.97
50-2900	Insurance Fund	-\$11,533.57
52-2900	Unemployment Fund	\$26,646.82
54-2900	Workers Comp Fund	-\$1,265.42
60-2900	Audit Fund	\$7,335.82
70-2900	Building Reserve Fund	\$2,067,667.93
TOTAL FUND BALANCES		<u>\$3,338,700.66</u>