

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – September 20, 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 - Maureen Sypkens, Bill Spain, Geneva Allen, Sandy Barge, Yolanda Bindert, Donna Kassar ABSENT: Shirley Wachowski
Guests: Director Amy Franco. Amanda Standerfer – via Zoom
3. AUDIENCE PARTICIPATION
 - a. Amanda Standerfer, Fast Forward Libraries. Amanda will be helping us to develop our mission and vision statements. The vision statement should be our aspiration for the community. The mission statement describes how we do our work to achieve the vision. She will also be helping the staff develop the values statement. She will be the guest speaker at the staff meeting next week and will be joining us at the October board meeting to work on the mission and vision statements.
4. APPROVAL OF MINUTES
 - a. REGULAR MEETING of August 16, 2023
 - b. FINANCE COMMITTEE MEETING of September 13, 2023
Maureen Sypkens made a motion to APPROVE THE MINUTES FROM THE AUGUST 16, 2023, REGULAR BOARD MEETING AND THE MINUTES FROM THE SEPTEMBER 13, 2023, FINANCE COMMITTEE MEETING. Bill Spain seconded the motion. The motion carried by voice vote.
5. FINANCIAL REPORTS – Bill Spain presented the Treasurer's Report and the Financial Statement from August 31, 2023.

Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND THE FINANCIAL STATEMENTS FROM AUGUST 31, 2023. Donna Kassar 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

6. DIRECTOR'S REPORT

- a. Building and Grounds - The sprinkler maintenance was completed and it is now in compliance. Repairs cost \$7000. The fire inspection is also complete. We are looking at quotes to waterproof the basement. If the cost is too high, we will continue with our current practices until we get into our new building. We may look at changing the carpet to vinyl flooring to avoid water damage issues.
- b. Business Office – One of our CDs came due and was renewed. Three more will be due in February. There will be a large amount of interest income. The draft of the Audit is complete. We are waiting on the IMRF paperwork from the Village before we can finalize it. Director Franco is preparing the levy with an estimated projection amount from Jamie Rachlin. Jamie will also help us determine the amount to keep for the Unrestricted Fund Balance - we want to keep only 12 months of operating income in the fund for emergencies. Insurance coverage - the Finance committee met with LIRA representative to learn about their coverage and costs.
- c. Technology - The server project is finally finished although highly over budget. We returned the new battery backup that we had bought. We will reconfigure the old battery backup to save on technology costs this year. We will be working on the fiber project next. We are developing a technology replacement plan so we won't have so many surprises with failing tech.
- d. RAILS/SWAN Updates - Bomb Threats in area libraries - there have been over 23 bomb threats called in to area libraries. They are mostly targeting larger libraries, except for the Justice Library. We are increasing training for staff in order to help them be prepared but not alarmed. We are supporting our staff with an employee assistance program.
- e. Personnel - HR Source has completed the compensation project. Our pay levels are very competitive. The staff will have an in-service on September 29.
- f. 3 things to share
 - i. Book Challenge Webinar on Oct. 2 with Alexi Giannoulis, Secretary of State, and Monica Harris, Executive Director of RAILS
 - ii. Passport to Proviso – visit all 10 Proviso Libraries and get entered for a chance to win \$100.
 - iii. The entire Fall Newsletter is translated in Spanish and available online.

And there is a limited amount of eclipse glasses available.
- g. Bomb Threat response for other RAILS libraries – Every library is handling them differently. We are providing such things as extra breaks, employee assistance program, CALM membership, closing and evacuating the library, sweep by the police department. The Hillside Police are coming into the library every day for added security. There is a procedures sheet posted by each phone to help employees if they would get such a call.
- h. Maureen Sypkens made a motion to ACCEPT THE DIRECTOR’S REPORT. Yolanda Bindert seconded the motion. The motion carried by voice vote.

7. FINANCE COMMITTEE REPORT

- a. The Finance committee had a meeting with Trevor Smith of Libraries of Illinois Risk Agency (LIRA). Our current insurance has a low limit of coverage (\$1 million) and premiums will increase if we want to increase the coverage. LIRA coverage is only for Illinois libraries. It would increase the coverage levels (\$15million) and we would save \$7000.
Maureen Sypkens made a motion to ACCEPT THE FINANCE COMMITTEE'S REPORT. Bill Spain seconded the motion. The motion carried by voice vote.

8. NEW BUSINESS

- a. Review *Serving our Public*: Chapter 6 – Safety. We are doing well on the checklist. We are working on our emergency manual.
- b. Sexual Harassment Prevention training is due on November 1.
- c. Approval of Resolution 2024-1: Amending the amended intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination to allow for administrative amendments to the intergovernmental agreement. Bill Spain made a motion to APPROVE RESOLUTION 2024-1. Maureen Sypkens seconded the motion. The motion carried by voice vote.
- d. Approval of Resolution 2024-2: Amending the amended intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination to allow for substantive amendments to the intergovernmental agreement. Bill Spain made a motion to APPROVE RESOLUTION 2024-2. Maureen Sypkens seconded the motion. The motion carried by a roll call vote. Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE, Yolanda Bindert – AYE
- e. Security Camera Policy - Donna Kassar made a motion to APPROVE THE SECURITY CAMERA POLICY. Bill Spain seconded the motion. The motion carried by voice vote.

9. ANNOUNCEMENTS - The next regular meeting will be on October 18, 2023.

10. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:33 pm. Geneva Allen seconded the motion. The motion carried by voice vote.

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

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF AUGUST 31, 2023

PERSONNEL	\$57,755.13
OPERATIONS	\$10,777.93
PROFESSIONAL SERVICES	\$10,991.22
MATERIALS	\$14,955.96
PROGRAMS	\$2,084.18
BUILDING	\$4,877.65
CAPITAL	\$3,656.30
TOTAL EXPENDITURES	\$105,098.37

RECEIPTS AS OF AUGUST 31, 2023

FINES, FEES & MISCELLANEOUS INCOME	\$841.86
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,192.09
Illinois Funds Reinvest	\$5,103.48
PFM Reinvest	\$8,769.59
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$26,594.63
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$42,501.65

2. Fund Balances as of August 31, 2023

11-2900	Library Fund (Cash & Investment)	\$1,312,246.52
20-2900	Building Maintenance Fund	-\$53,283.27
30-2900	FICA Fund	-\$26,265.84
40-2900	IMRF Fund	-\$54,272.20
50-2900	Insurance Fund	-\$10,651.78
52-2900	Unemployment Fund	\$26,648.59
54-2900	Workers Comp Fund	-\$1,212.51
60-2900	Audit Fund	\$7,512.18
70-2900	Building Reserve Fund	\$2,067,667.93
TOTAL FUND BALANCES		\$3,268,389.62