HILLSIDE PUBLIC LIBRARY

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
405 N. Hillside Avenue, Hillside, IL 60162
Lower Level Meeting Room

Agenda for Regular Meeting of September 18, 2024 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
    - Monzerrat Rodriguez, Finance Specialist
    - Public Comments
3. APPROVAL OF MINUTES
    - Previous regular meeting of August 21, 2024 ***V**
4. COMMUNICATIONS
5. OFFICERS' REPORTS ***V**
6. FINANCIAL REPORTS
    - Treasurer's Report for August 2024
    - Review of Bills, August 2024
    - Approval of Financial Statements, August 2024 ***R**
7. DIRECTOR'S REPORT ***V**
8. COMMITTEE REPORTS ***V**
    - Finance
    - Facilities
    - Personnel
9. UNFINISHED BUSINESS
10. NEW BUSINESS
    - Review of *Serving Our Public: Chapter 6: Safety*
    - Approval of revised Tuition Reimbursement Policy ***R**
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
    - Next regular meeting: October 16, 2024
13. REMINDERS
14. ADJOURNMENT ***V**

Posted: Library Lobby and Website
Delivered: Trustees

Potential Board Action on Items Marked with Asterisk*

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE, IL

BOARD OF TRUSTEES MEETING –August 21, 2024
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 In Person – Maureen Sypkens, Bill Spain, Donna Kassar, Yolanda Bindert, Geneva Allen, Sandy Barge, Shirley Wachowski
   Guests: Director Amy Franco, Sandy Martinez

3. AUDIENCE PARTICIPATION
   a. Sandy Martinez, Facilities Manager, discussed the activities of the circulation staff including translations, library programs and monthly giveaways. The staff participated in many community outreach events. Library card signup has increased as have circulation statistics and notary services. She and her staff take care of maintenance issues. Many future outreach events are planned, including the Passport to Proviso for September.

4. APPROVAL OF MINUTES
   a. Maureen Sypkens made a motion to APPROVE THE MINUTES FROM THE JULY 17, 2024, MEETING. Yolanda Bindert seconded the motion. The motion carried by voice vote.

5. COMMUNICATIONS
   a. Thank you note from the Village for participating in the DICE event.
   b. Daylight Learning Center – poor communication from the daycare center has resulted in difficulties during their visits to the library. We will be creating a formal agreement with them before they come back to the library.
   c. The Library received a threatening email which was reported to the police.

6. FINANCIAL REPORTS
   a. Bill Spain presented the Treasurer's reports and Financial statements for July 31, 2024. We are still working on correcting the fund balances that are negative.
   b. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENTS FOR JULY 2024. Geneva Allen seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE,

Sandy Barge – AYE, Shirley Wachowski - AYE.

7. DIRECTOR'S REPORT
    a. BUILDING AND GROUNDS
        i. We negotiated a new natural gas supplier contract through NIMEC with 16% decrease in rates.
        ii. We have continuing problems with someone turning on the water spigot overnight and getting water in the basement.
        iii. HVAC repair last month sealed 4 leaks in the evaporation coils at a cost of $12,153. This repair is expected to last until we move to the new building saving us the interim HVAC project costing $200,000 - $300,000.
    b. BUSINESS OFFICE
        i. Audit – The audit continues to go well.
        ii. We have received a large portion of our fall tax disbursement.
    c. LIBRARY COMMUNITY NEWS
        i. IGA with Hillside School was approved by the Hillside Board of Education on August 14, 2024. This will give extended library resources to the school, its teachers and administrators and expands library access for students.
        ii. There has been interest in the new nonresident fee structure.
        iii. The Passport to Proviso billboard will be displayed at I290 and Mannheim through September.
    d. PROGRAMMING
        i. The summer reading wrap-up party was a great success. Summer Reading had strong engagement and participation. The cost was much less this year.
        ii. Project Backpack had over 1600 attendees and distributed 350 backpacks. The remaining backpacks were brought to Hillside School for students who were not able to attend.
        iii. Community engagement has resulted in a much greater recognition for the library and staff have been able to increase donations to the library as well.
    e. PERSONNEL
        i. Veronica Villagomez was promoted to Public Services Director.
        ii. We will be hiring more staff as needed.
    f. CONTINUING EDUCATION AND MEETINGS
        i. Director Franco was asked to chair the ILA Awards Committee.
        ii. She is also working on the AI Networking Group with RAILS.
    g. 3 THINGS TO SHARE
        i. You can still use the notary services for school registration.
        ii. Non-resident card fee was reduced and children under 18 years old can get a free library card.
        iii. The new contract with Hillside School was approved. The Library will have textbooks for all grades and a school chromebook.

h. Maureen Sypkens made a motion to APPROVE THE DIRECTOR'S REPORT. Shirley Wachowski seconded the motion. The motion carried by voice vote.

8. NEW BUSINESS
    a. Review of *Serving our Public: Chapter 5: Building Infrastructure and Maintenance.* We are as compliant as we can be in this building.
    b. IGA with Hillside School – The IGA will include library cards for teachers and administrators, no fees for the school using library services, outreach opportunities and marketing. The library will have a full set of textbooks for each grade and chromebooks available for students to use in the library. This will automatically renew every year. Bill Spain made a motion to APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES WITH HILLSIDE SCHOOL DISTRICT 93. Donna Kassar seconded the motion. The motion carried by voice vote.
    c. Revised Purchasing Policy – Donna Kassar made a motion to APPROVE THE REVISED PURCHASING POLICY Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE, Sandy Barge – AYE, Shirley Wachowski - AYE.
    Maureen Sypkens made a motion to REVOKE THE 1994 CHARITABLE CONTRIBUTION POLICY. Bill Spain seconded the motion. Motion carried by voice vote.

9. ANNOUNCEMENT
    a. The next meeting will be on September 18, 2024.

10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:08 pm. Bill Spain seconded the motion. The motion carried by voice vote.

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR JULY 31, 2024

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF JULY 31, 2024			
PERSONNEL			$65,068.77
OPERATIONS			$2,964.96
PROFESSIONAL SERVICES			$18,287.19
MATERIALS			$26,678.57
PROGRAMS			$1,313.59
BUILDING			$7,158.05
CAPITAL			$3,152.02
		TOTAL EXPENDITURES	**$124,623.15**

RECEIPTS AS OF JULY 31, 2024			
FINES, FEES & MISCELLANEOUS INCOME			$505.25
PER CAPITA GRANT			$12,355.20
INTEREST INCOME	Republic Bank		$1,186.71
	Illinois Funds Reinvest		$5,292.85
	PFM Reinvest		$5,074.18
TAXES PRIOR YEARS			$0.00
TAXES CURRENT			$316,405.85
TAXES ADVANCE			$0.00
CORPORATE REPLACEMENT TAXES			$0.00
OTHER			$465.55
		TOTAL RECEIPTS	**$341,285.59**

2. Fund Balances as of July 31, 2024

11-2900	Library Fund (Cash & Investment)		$1,692,284.54
20-2900	Building Maintenance Fund		-$52,811.42
30-2900	FICA Fund		-$999.15
40-2900	IMRF Fund		-$15,736.90
50-2900	Insurance Fund		$5,771.69
52-2900	Unemployment Fund		$26,309.29
54-2900	Workers Comp Fund		$2,357.01
60-2900	Audit Fund		-$1,874.16
70-2900	Building Reserve Fund		$2,463,667.93
		TOTAL FUND BALANCES	**$4,118,968.83**