

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

BOARD OF TRUSTEES MEETING – FEBRUARY 21, 2024

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: PRSENT In Person – Maureen Sypkens, Bill Spain, Geneva Allen, Donna Kassar, Yolanda Bindert. Sandy Barge arrived at 7:01.
Guests: Director Amy Franco, Niki Covello
3. AUDIENCE PARTICIPATION
 - a. Niki Covello, Youth and YA Librarian, discussed the status of the Y and YA department. Beyond Books has added new products including ACT Flash Cards, Spanish Flash Cards, Loom Kits. Launch Pads are available for preschool through high school topics. We are seeing more consistent attendance for family programs and for activity stations in the library. Niki is providing more programs to preschool/school classes. For the YA kids, there are several teens volunteering and teen programs seeing consistent attendance – creepy campfire stories, after hours gaming, lava lamps. Summer Reading this year will be our own theme. Library hosting Safe Space DCFS visits at the library.
4. APPROVAL OF MINUTES
 - a. Donna Kassar made a motion to ACCEPT THE MINUTES FROM THE JANUARY 17, 2024, MEETING. Bill Spain seconded the motion. The motion carried by voice vote.
5. COMMUNICATIONS – Secretary of State Alexi Giannoulias - we must report any book challenges. We are considering a patron request to provide stamps and envelopes for sale. We continue to receive positive and constructive feedback.
6. FINANCIAL REPORTS
 - a. Bill Spain presented the Treasurer's reports and Financial statements for January 2024.
 - b. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENT FOR JANUARY 2024. Maureen Sypkens seconded

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

7. DIRECTOR'S REPORT

a. BUILDING and GROUNDS

- i. The waterproofing is nearly finished.
- ii. 2012 Mechanical, Electricity, Plumbing and Fire Protection report shows our mechanical systems are three times older than their intended lifespans. There is still no timeline for release of the grant funds for our renovation project. Director Franco will get more information for timeline of project.

b. BUSINESS OFFICE

- i. LIRA appraisal is scheduled for next week.
- ii. Our investments are maturing next week. We will use proceeds for capital expenditures and will reinvest the funds.
- iii. Director Franco is working on the new budget. It will accommodate technology expenditures, specifically network switches and staff computers.

c. SWAN/RAILS UPDATES

- i. Continue to sign witness slips for public library issues including bonding treasurers and a group purchase of databases for libraries in the state.
- ii. FY25 budget – our fees are decreasing this year due to the addition of the Addison library.

d. Personnel Committee Meeting – will schedule a meeting before the next Board meeting.

e. 3 THINGS TO SHARE

- i. SWAN Libraries+ App for iOS and Android. If you were using the SWAN app before, you will need to delete and re-download the new app. Store your library card, manage your account, and find something to read or watch, all from your phone or tablet.
- ii. Find the Golden Ticket in the Library and win a prize.
- iii. The library is accepting gently used prom attire donations, for both males and females.

f. Maureen Sypkens made a motion to APPROVE THE DIRECTOR'S REPORT. Donna Kassar seconded the motion. The motion carried by voice vote.

g. NEW BUSINESS

- i. Review of *Serving our Public: Chapters 10: Programming and Chapter 11: Youth/Young Adult Services*. We are doing great work in community engagement. We are nearly up to date on this chapter. We only need a youth service policy.

- ii. Semi Annual Review of Strategic Plan – we have completed 40 progress points. Specifically, Goal 3 Strategy 1, complete revised mission and vision statements, is complete.
 - iii. Director’s Evaluation by the Board members will be due next month.
 - iv. Amy Franco will be requesting tuition reimbursement for the Certified Public Library Administrator Program.
- h. ANNOUNCEMENT – The next meeting will be on March 20, 2024.
- i. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:05 pm. Bill Spain seconded the motion. The motion carried by voice vote.

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

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF JANUARY 31, 2024

PERSONNEL	\$59,919.97
OPERATIONS	\$6,318.10
PROFESSIONAL SERVICES	\$7,250.62
MATERIALS	\$9,499.15
PROGRAMS	\$975.09
BUILDING	\$5,710.41
CAPITAL	\$2,682.28
TOTAL EXPENDITURES	<u>\$92,355.62</u>

RECEIPTS AS OF JANUARY 31, 2024

FINES, FEES & MISCELLANEOUS INCOME	\$850.60
PER CAPITA GRANT	\$0.00
INTEREST INCOME	\$985.93
Republic Bank	\$5,163.52
Illinois Funds Reinvest	\$3,945.71
PFM Reinvest	\$0.00
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	<u>\$10,945.76</u>

2. Fund Balances as of January 31, 2024

11-2900	Library Fund (Cash & Investment)	\$1,047,240.26
20-2900	Building Maintenance Fund	-\$47,522.04
30-2900	FICA Fund	-\$10,106.99
40-2900	IMRF Fund	-\$32,846.42
50-2900	Insurance Fund	\$12,155.85
52-2900	Unemployment Fund	\$26,634.68
54-2900	Workers Comp Fund	\$155.95
60-2900	Audit Fund	-\$426.30
70-2900	Building Reserve Fund	\$2,467,667.93
TOTAL FUND BALANCES		<u>\$3,462,952.92</u>