

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

BOARD OF TRUSTEES MEETING – MARCH 20, 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, Shirley Wachowski.  
Guests: Director Amy Franco, Carmen Parker
3. AUDIENCE PARTICIPATION  
Carmen Parker, acquisition manager. The acquisitions staff is weeding the audiovisual materials. Items removed from the collection are being made available to patrons for free. There are new additions to the Beyond Books collection and VOX books will be coming soon.
4. APPROVAL OF MINUTES
  - a. Donna Kassar made a motion to ACCEPT THE MINUTES FROM THE FEBRUARY 20, 2024, MEETING. Shirley Wachowski seconded the motion. The motion carried by voice vote.
  - b. Donna Kassar made a motion to ACCEPT THE MINUTES FROM THE FINANCE COMMITTEE MEETING ON MARCH 9, 2024. Shirley Wachowski seconded the motion. The motion carried by voice vote.
5. FINANCIAL REPORTS
  - a. Bill Spain presented the Treasurer's reports and Financial statements for February 2024. The CDs matured and the funds were reinvested into 2 6-month CD and 2 12-month CDs.
  - b. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENT FOR FEBRUARY 2024. Shirley Wachowski 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, Shirley Wachowski - AYE.
6. DIRECTOR'S REPORT
  - a. WEBSITE – the new website is nearly complete. It will be launched this spring. The navigation scheme will be updated as we go. There will be a message bar at the top of the page. We will have an AI translation program running. The calendar

will be interactive, and patrons will be able to sign up for programs online. We will be getting international books in native languages.

- b. Review of HVAC Existing Conditions –
  - i. There is still no timeline for the release of funds for our moving project, but we were assured that the funds are coming.
  - ii. We will be doing preventative maintenance and updating key systems for the HVAC system. Changes include refurbishing both air handlers, replacing air handler parts, air and water flow test, updating one of the chillers to a new refrigerant, and converting the pneumatic system controls to digital controls. We will not replace the compressors on the chillers.
  - iii. The cost will be \$295,000 for the materials. The labor will be additional. We will use the fund balance and our Building Reserve fund to finance the project.
  - iv. We need to do the Environmental Impact survey. (\$5000)
  - v. We will try to keep the number of days closed to a minimum.
  - vi. Maureen Sypkens made a motion to ACCEPT THE HVAC EXISTING CONDITIONS AND REVISION RECOMMENDATIONS REPORT FROM THE 20/10 ENGINEERING GROUP. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – NAY.
- c. Statement of Economic Interest – all Board members must submit their SEI by May 1.
- d. BUILDING and GROUNDS - We have replaced the landline in the elevator with a cellphone and are now completely off Comcast service.
- e. BUSINESS OFFICE - IT security is improving among staff.
- f. 3 THINGS TO SHARE
  - i. The Spring newsletter is available now in English and Spanish
  - ii. Summer reading will be June 1 – July 31
  - iii. You can donate gently used prom attire. On April 6 local students can come and “shop.”
- g. Maureen Sypkens made a motion to APPROVE THE DIRECTOR’S REPORT. Shirley Wachowski seconded the motion. The motion carried by voice vote.

## 7. PERSONNEL COMMITTEE

- a. The personnel committee met on March 9 to review the Market Benchmarking and Compensation structure report. We are approximately 5% above the market rate which is where we want to be. The committee also reviewed the staff raises and approved recommended actions to bring all staff members into their appropriate pay range. (2 employees are outside of their range.) The committee recommended a 3% COLA and up to 2% merit raise.

Shirley Wachowski made a motion to APPROVE THE PERSONNEL COMMITTEE REPORT FROM MARCH 9, 2024. Bill Spain seconded the motion. Motion carried by voice vote.

## 8. NEW BUSINESS

- a. Review of *Serving our Public: Chapters 12: Technology*. We need to review the Internet Use policy. We need an ADA compliant website, but once our new website is live, it will be compliant.
- b. Maureen Sypkens made a motion to APPROVE THE REVISED RESOLUTION 2023-6 UPDATING THE EXPENDITURES BUDGET FOR FISCAL YEAR 2023-24. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
- c. Maureen Sypkens made a motion to APPROVE THE REVISED RESOLUTION 2023-7 UPDATING THE REVENUES BUDGET FOR FISCAL YEAR 2023-24. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
- d. Review of Resolution 2024-7 Establishing the Expenditures Budget for FY 2024-25, 2024-8 Establishing the Revenues Budget for FY 2024-25, 2024-9, Determining Operating Appropriation for the FY 2024-25. The FY2025 Budget is \$1,822,933, which is only 88% funded by taxes. The remaining is funded by interest income. Personnel expenditures can be up to 70% of budget, ours is 52%. The budget will be voted on at the next board meeting.
- e. Bill Spain made a motion at 8:20pm, to CLOSE THE OPEN MEETING AND OPEN AN EXECUTIVE SESSION FOR THE PURPOSE OF APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY, PURSUANT TO 5 ILCS 120/2 (c) (1). Shirley Wachowski seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.

At 8:34pm Maureen Sypkens made a motion to RETURN TO OPEN SESSION. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.

The Board decided that they were extremely pleased with the performance of the director. She displays strong leadership skills and patience with the delays in our move to the new building. We appreciate the strong commitment to community engagement. It is good to hear the monthly staff reports. The director feels

supported by the board and the staff.

- f. Maureen Sypkens made a motion to INCREASE THE LIBRARY DIRECTOR'S SALARY BASED ON ANNUAL REVIEW BY 5% FOR FY 2025. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
- g. Maureen Sypkens made a motion to INCREASE THE STAFF SALARIES BASED ON ANNUAL REVIEW BY UP TO 5% FOR FY 2025. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
- h. Consideration of a tuition reimbursement request from Amy Franco in the amount of \$3265. Shirley Wachowski made a motion to APPROVE THE REVISED JOB DESCRIPTION FOR LIBRARY DIRECTOR. Bill Spain seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE, Sandy Barge – NAY.
- i. Shirley made a motion to APPROVE THE FY2025 SALARY SCHEDULE. Donna Kassar seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE, Sandy Barge – AYE.
- j. Shirley Wachowski made a motion to APPROVE THE COMPENSATION PHILOSOPHY AND POLICY. Yolanda Bindert seconded the motion. The motion carried by voice vote.

9. ANNOUNCEMENT

- a. The next meeting will be on April 17, 2024.
- b. Statement of Economic Interest is due on May 1, 2024

10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:54 pm. Shirley Wachowski seconded the motion. The motion carried by voice vote.

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES  
TREASURER'S REPORT FOR FEBRUARY 29, 2024**

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

**EXPENDITURES AS OF FEBRUARY 29, 2024**

PERSONNEL	\$60,007.74
OPERATIONS	\$28,478.33
PROFESSIONAL SERVICES	\$6,317.12
MATERIALS	\$8,417.57
PROGRAMS	\$1,136.49
BUILDING	\$19,574.39
CAPITAL	\$1,083.55
<b>TOTAL EXPENDITURES</b>	<b>\$125,015.19</b>

**RECEIPTS AS OF FEBRUARY 29, 2024**

FINES, FEES & MISCELLANEOUS INCOME	\$687.66
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,068.95
Illinois Funds Reinvest	\$4,859.16
PFM Reinvest	\$52,453.58
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$166,002.07
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$225,071.42</b>

**2. Fund Balances as of February 29, 2024**

11-2900	Library Fund (Cash & Investment)	\$1,152,833.50
20-2900	Building Maintenance Fund	-\$56,638.74
30-2900	FICA Fund	-\$5,082.98
40-2900	IMRF Fund	-\$26,606.12
50-2900	Insurance Fund	\$3,713.90
52-2900	Unemployment Fund	\$26,569.99
54-2900	Workers Comp Fund	\$486.18
60-2900	Audit Fund	\$674.51
70-2900	Building Reserve Fund	\$2,467,667.93
<b>TOTAL FUND BALANCES</b>		<b>\$3,563,618.17</b>