

HILLSIDE PUBLIC LIBRARY  
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – November 15, 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, Donna Kassar, Yolanda Bindert. ABSENT: Shirley Wachowski  
Guests: Director Amy Franco, Tim Gavin. Amanda Standerfer – via Zoom
3. AUDIENCE PARTICIPATION
  - a. Tim Gavin, Lauterbach and Amen. L&A have been processing our payroll for the last 12 months and financials for 7 months. The process has been smooth. They can adjust any report for us as we need.  
We discussed the global issues with ACH that affected millions of people including our staff on November 3. We were able to produce replacement payroll checks for employees and by the end of this week, the original deposits should be deposited in employee accounts. The Federal Reserve issued an alert on November 3, 2023, stating that a 3rd party clearing house for big banks was not able to deliver funds to customers due to a technical error. The paper checks issued to employees were loans that need to be paid back.
  - b. Amanda Standerfer, Fast Forward Libraries. She met with the staff and took their suggestions to create the vision and mission sample statements. The staff feels that the tagline should be different from the vision.  
  
Vision: Explore, Connect, Grow  
Tagline: Making Connections (this is from the Marketing group)  
Mission: working on samples
4. CONSENT AGENDA
  - a. The Consent Agenda included:
    1. Approval of previous regular meeting minutes of October 18, 2023;
    2. Acceptance of October 2023 communications;
    3. Approval of treasurer's report and financial statements for October 2023
    4. Acceptance of Serving Our Public: Chapter 8: System Member Responsibilities and Resource Sharing

Donna Kassar made a motion to approve the consent agenda. Bill Spain seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Bill Spain – Aye, Geneva Allen – Aye, Yolanda Bindert – Aye, Sandy Barge – Aye, Donna Kassar – Aye.

## 5. DIRECTOR’S REPORT

- a. Building and Grounds – the plumber needs to confirm that the sump pump will handle the extra water. We will follow up at the next meeting. Four door hinges need to be replaced at a cost of \$2200.
- b. Business office
  1. Payroll – employees are still not paid from the Nov 3rd event. The money will be recouped once the payroll is processed.
  2. Petty cash account has been difficult at Huntington Bank. We will be moving the petty cash account to Republic Bank.
  3. Audit – the credit cards procedure needs another step. All transactions with sales tax included need to be documented. We have to provide documentation that we asked for tax exemption. We need a better reconciliation process with a formal approval process.
- c. LIRA – we will need a special meeting in December to approve the insurance quote.
- d. Technology - Now that the server project is finished our other IT projects are starting to move along. In January, we will need to be on a 3-year replacement cycle for computers and put it in the new budget. In FY 2025 all 11 staff computers will need to be changed and the three network switches. The last time we changed the switches was in 2014 and they only last 10 years (\$9000). We are considering moving toward using laptops for the professional level staff. Director Franco needs a high-level computer that can travel well.
- e. IGA with Hillside School - The Superintendent is very supportive of the IGA. It is important for the community to see how we work together. Some concerns: teacher cards, 137 unincorporated parcels that need to have library cards for their children, textbooks for all levels, reading specialist can plan programs around this.
- f. 3 Things to Share
  1. Fall Reading Challenge –November 13 – November 26, enter and track your reading for a prize
  2. Family Reading Night – November 16 – lots of fun and games for everyone
  3. Holiday Closure Dates – December 23-25 and December 30-Jan 1
- g. Board Holiday Party – Saturday, January 20, 2024
- h. Special Meeting for LIRA contract – Dec 13 at 6:30pm
- i. Maureen Sypkens made a motion to approve the Director’s report. Bill Spain seconded the motion. The Motion carried by voice vote.

6. New Business

- a. Approval of Fiscal Year 2022-23 Audit - Maureen Sypkens made a motion APPROVE THE FISCAL YEAR 2022-2023 AUDIT. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Bill Spain – Aye, Geneva Allen – Aye, Yolanda Bindert – Aye, Sandy Barge – Aye, Donna Kassar – Aye.
- b. Approval of Resolution 2024-3: Bill Spain made a motion to APPROVE THE APPROPRIATION DETERMINATION AND DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES FOR FISCAL YEAR 2023-2024. Donna Kassar seconded the motion. Motion carried by roll call vote: Maureen Sypkens – Aye, Bill Spain – Aye, Yolanda Bindert – Aye, Sandy Barge – Aye, Donna Kassar – Aye. Geneva Allen – Abstain
- c. Approval of Resolution 2024-5: Bill Spain made a motion to APPROVE THE RESOLUTION ESTABLISHING THE OFFICIAL HOLIDAY/CLOSING DATES FOR THE HILLSIDE PUBLIC LIBRARY FOR THE CALENDAR YEAR 2024. Yolanda Bindert seconded the motion. Motion carried by voice vote.
- d. Approval of Resolution 2024-6: the June meeting date was moved to June 26 as it originally fell on June 19, the Juneteenth Holiday. Maureen Sypkens made a motion to APPROVE THE RESOLUTION ESTABLISHING THE OFFICIAL MEETING DATES FOR THE HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES FOR THE CALENDAR YEAR 2024. Bill Spain seconded the motion. Motion carried by voice vote.

7. ANNOUNCEMENTS – The next regular meeting will be January 17, 2024.

8. ADJOURNMENT - Maureen Sypkens made a motion to adjourn at 8:23pm. Donna Kassar seconded the motion. Motion carried by voice vote.