

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

BOARD OF TRUSTEES MEETING – October 18, 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 ABSENT: Shirley Wachowski, Yolanda Bindert
Guests: Director Amy Franco, Nick Bava, Sikich LLP. Amanda Standerfer – via Zoom
3. AUDIENCE PARTICIPATION
 - a. Nick Bava, auditor from Sikich LLP, presented the audit in final draft form. They are waiting for the Village to finish the IMRF information. Sikich provided an unmodified opinion, i.e. the financial statements are free of material misstatements which is the highest level of assurance for the annual audit.
 - b. Amanda Standerfer, Fast Forward Libraries. The vision statement helps people connect to the library and the mission statement is more of a concrete description of our core functions. We discussed important themes for our library including community connections, relationships, engagement, and making connections.
4. CONSENT AGENDA
 - a. The Consent Agenda includes:
 - Approval of previous regular meeting minutes of September 20, 2023;
 - Acceptance of September 2023 communications;
 - Approval of treasurer's report and financial statements for September 2023
 - Acceptance of Serving Our Public: Chapter 7: Collection Management
 - b. 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, Donna Kassar – AYE, Geneva Allen – AYE, Sandy Barge – AYE
5. DIRECTOR'S REPORT
 - a. Building and Grounds – The AC is off for the season. We have a quote for waterproofing the basement. The Library has been awarded a grant for a Dual Port Level 2 Charger for Electric Vehicles. The grant will cover installation and

costs for 5 years. This will bring more people to the library. The Bibliotheca self-check machine is still waiting for parts.

- b. Business Office – A suspect was arrested for the library bomb threats. Circulation clerks have had a high turnover. We have hired new people. Director Franco will be at ILA in Springfield next week.
- c. 3 things to share
 - The entire Fall Newsletter is translated in Spanish and available online.
 - Many Spooky Library events coming this month.
 - Banned Books Week participation is a national effort and a celebration of the freedom to read.
- d. Maureen Sypkens made a motion to **ACCEPT THE DIRECTOR’S REPORT**. Donna Kassar seconded the motion. The motion carried by voice vote.

6. NEW BUSINESS

- a. Basement Waterproofing – We discussed a quote to remove the flood damaged carpet, resolve the seepage issues and keep the basement from flooding. Bill Spain made a motion to **APPROVE THE QUOTES FROM US WATERPROOFING AND JOHNSON FLOORING TO FIX BASEMENT SEEPAGE AND INSTALL RESILIENT VINYL TILE IN THE AMOUNT OF \$19,040**. 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
- b. Review of Resolution 2024-3: The board discussed the draft of the levy. We will increase the levy by 4.97% from the previous year. We are continuing to correct negative fund balances. The levy will be approved in November.
- c. Approval of Resolution 2024-4: Maureen Sypkens made a motion to **AUTHORIZE THE TRANSFER OF FISCAL YEAR 2022-2023 UNEXPENDED OPERATING FUND BALANCE TO THE CAPITAL PROJECTS FUND IN THE AMOUNT OF \$400,000**. Bill Spain 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
- d. Review of Closed Session meeting minutes in compliance with 5 ILCS 120 2.06 – Maureen Sypkens made a motion to **RETAIN ALL PREVIOUS RETAINED MINUTES**. Geneva Allen seconded the motion. The motion carried by voice vote.

7. ANNOUNCEMENTS - The next regular meeting will be on November 15, 2023.

8. ADJOURNMENT – Maureen Sypkens moved to adjourn the meeting at 8:14 pm. Donna Kassar seconded the motion. The motion carried by voice vote.

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR SEPTEMBER 30, 2023**

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF SEPTEMBER 30, 2023

PERSONNEL	\$59,216.61
OPERATIONS	\$3,513.48
PROFESSIONAL SERVICES	\$18,263.62
MATERIALS	\$5,761.83
PROGRAMS	\$275.00
BUILDING	\$6,736.17
CAPITAL	\$0.00
TOTAL EXPENDITURES	\$93,766.71

RECEIPTS AS OF SEPTEMBER 30, 2023

FINES, FEES & MISCELLANEOUS INCOME	\$574.31
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,181.53
Illinois Funds Reinvest	\$5,013.43
PFM Reinvest	\$2,281.72
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$9,050.99

2. Fund Balances as of September 30, 2023

11-2900	Library Fund (Cash & Investment)	\$1,254,701.71
20-2900	Building Maintenance Fund	-\$60,019.44
30-2900	FICA Fund	-\$29,725.87
40-2900	IMRF Fund	-\$56,869.40
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	-\$2,987.82
70-2900	Building Reserve Fund	\$2,067,667.93
TOTAL FUND BALANCES		\$3,187,551.41