

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

BOARD OF TRUSTEES MEETING – APRIL 17, 2024
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:00 pm by Shirley Wachowski.
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 – Shirley Wachowski, Bill Spain, Geneva Allen, Donna Kassar, Yolanda Bindert. Sandy Barge arrived at 7:01pm.
Guests: Director Amy Franco
3. APPROVAL OF MINUTES
 - a. Donna Kassar made a motion to APPROVE THE MINUTES FROM THE MARCH 20, 2024, MEETING. Geneva Allen seconded the motion. The motion carried by voice vote.
4. FINANCIAL REPORTS
 - a. Bill Spain presented the Treasurer's reports and Financial statements for March 2024. We have received our current tax revenue.
 - b. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENT FOR MARCH 2024. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Bill Spain – AYE, Geneva Allen – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski - AYE.
5. DIRECTOR'S REPORT
 - a. BUILDING AND GROUNDS
 - i. Review of HVAC Existing Conditions – The insulation does not contain asbestos.
 - ii. DCEO Grant Funded – There will be a lot of paperwork. We will need a new capital plan. There will be 2 IGAs with the Village for construction and use of space. It will probably be at least 2 years before the construction is finished. We will only do necessary repairs to our current building in the meantime.
 - b. BUSINESS OFFICE –
 - i. SEI due May 1, 2024
 - ii. The Comcast contract was cancelled. We are reviewing the Burglar Alarm contract.

- iii. All major groups are under budget for this fiscal year. We have received most of our tax revenue. Only one of the non-major funds is still negative. We will do an interfund transfer at the next levy cycle.
 - iv. TECHNOLOGY – We are now fully on the Village’s WiFi. The cellular device in the elevator is working well. We still need to pay the Village for our equipment. We will start work on the network switches in the new fiscal year.
 - v. RAILS/SWAN UPDATE – Trustee training available.
 - vi. PERSONNEL – there were a few promotions. Staff inservice will be on April 26 focused on marketing and branding.
- c. Shirley Wachowski made a motion to APPROVE THE DIRECTOR’S REPORT. Sandra Barge seconded the motion. The motion carried by voice vote.

6. NEW BUSINESS

- a. Review of *Serving our Public: Chapters 13: Marketing, Promotion & Collaboration*. We are compliant on all points.
- b. Bill Spain made a motion to APPROVE RESOLUTION 2024-7 ESTABLISHING REVENUES BUDGET FOR THE FISCAL YEAR 2024-25. Shirley Wachowski seconded the motion. Motion passed by roll call vote: Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
- c. Bill Spain made a motion to APPROVE RESOLUTION 2024-8 ESTABLISHING EXPENDITURES BUDGET FOR THE FISCAL YEAR 2024-25. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
- d. Bill Spain made a motion to APPROVE RESOLUTION 2024-9 DETERMINING OPERATING APPROPRIATION FOR THE FISCAL YEAR 2024-25. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE
- e. Semi Annual Review of minutes of executive session meetings in compliance with 5 ILCS 120 2.06.
 - i. Shirley Wachowski made a motion to DESTROY THE CLOSED SESSION MEETING MINUTES FROM APRIL 20, 2022; MAY 18, 2022; and SEPTEMBER 21, 2022. Donna Kassar seconded the motion. Motion carried by voice vote.
 - ii. Shirley Wachowski made a motion to APPROVE AND KEEP CLOSED THE EXECUTIVE SESSION MEETING MINUTES FROM MARCH

30, 2024. Donna Kassar seconded the motion. Motion carried by voice vote.

- f. Bill Spain made a motion to APPROVE THE LETTER TO THE VILLAGE OF HILLSIDE BOARD REGARDING THE .02% BUILDING & MAINTENANCE LEVY. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Bill Spain – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
 - g. Bill Spain made a motion to APPROVE RESOLUTION 2024-10: A RESOLUTION TO TRANSFER INTEREST ACCRUED IN THE UNEMPLOYMENT INSURANCE FUND AND THE WORKERS' COMPENSATION FUND TO THE GENERAL OPERATING FUND. Shirley Wachowski seconded the motion. The motion carried by roll call vote: Bill Spain – AYE, Sandy Barge – NAY, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE.
 - h. Shirley Wachowski made a motion to APPROVE QUOTE FROM OUTSOURCE SOLUTIONS GROUP TO REPLACE NETWORK SWITCHES IN THE AMOUNT OF \$10,123.55. Bill Spain seconded the motion. The motion carried by roll call vote: Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Shirley Wachowski – AYE, Geneva Allen – AYE, Sandy Barge – NAY.
7. ANNOUNCEMENT
- a. The next meeting will be on May 15, 2024.
 - b. Statement of Economic Interest is due on May 1, 2024
8. ADJOURNMENT – Shirley Wachowski made a motion to adjourn the meeting at 7:52 pm. Bill Spain seconded the motion. The motion carried by voice vote.

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

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF MARCH 31, 2024

PERSONNEL	\$59,768.21
OPERATIONS	\$5,641.54
PROFESSIONAL SERVICES	\$14,772.70
MATERIALS	\$16,442.52
PROGRAMS	\$886.72
BUILDING	\$7,492.71
CAPITAL	\$3,217.31
TOTAL EXPENDITURES	\$108,221.71

RECEIPTS AS OF MARCH 31, 2024

FINES, FEES & MISCELLANEOUS INCOME	\$574.75
PER CAPITA GRANT	\$0.00
INTEREST INCOME	\$954.02
Republic Bank	\$5,218.39
Illinois Funds Reinvest	\$6,020.15
PFM Reinvest	\$0.00
TAXES PRIOR YEARS	\$602,335.77
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$615,103.08

2. Fund Balances as of March 31, 2024

11-2900	Library Fund (Cash & Investment)	\$1,547,983.28
20-2900	Building Maintenance Fund	-\$26,185.90
30-2900	FICA Fund	\$22,351.94
40-2900	IMRF Fund	\$2,053.88
50-2900	Insurance Fund	\$23,665.24
52-2900	Unemployment Fund	\$26,609.94
54-2900	Workers Comp Fund	\$1,684.46
60-2900	Audit Fund	\$4,668.78
70-2900	Building Reserve Fund	\$2,467,667.93
TOTAL FUND BALANCES		\$4,070,499.55