

Agenda for Regular Meeting of May 15, 2024 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
 - Stephanie Roon, Marketing & Events Specialist
 - Public Comments
3. APPROVAL OF MINUTES
 - Previous regular meeting of April 17, 2024 ***V**
4. COMMUNICATIONS
5. OFFICERS' REPORTS ***V**
6. FINANCIAL REPORTS
 - Treasurer's Report for April 2024
 - Review of Bills, April 2024
 - Approval of Financial Statements, April 2024 ***R**
7. DIRECTOR'S REPORT ***V**
8. COMMITTEE REPORTS ***V**
 - Finance
 - Facilities
 - Personnel
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - Review of *Serving Our Public: Chapter 1: Core Standards and Chapter 2: Governance & Administration*
 - Approval of Use of Generative Artificial Intelligence (AI) in the Workplace Policy ***V**
 - Approval of Revised Notary Public Service Policy ***V**
 - Approval of Revised Prohibited Gifts Policy ***V**
 - Approval of Revised Photography and Recording Policy ***V**
 - Approval of Pre-Employment Background Check Policy ***V**
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
 - Next regular meeting: June 26, 2024 (fourth Wednesday)
13. REMINDERS
14. ADJOURNMENT ***V**

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

BOARD OF TRUSTEES MEETING – MAY 15, 2024
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:01 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, Donna Kassar, Yolanda Bindert. Shirley Wachowski via Zoom
Guests: Director Amy Franco, Stephanie Roon
3. AUDIENCE PARTICIPATION
 - a. Stephanie Roon, Marketing and Events Specialist, presented the new website. It is fully responsive on all types of devices. There is a message bar for important communications, a search function, and an interactive online calendar with online registration. We purchased ReciteMe – an accessibility and language program which works throughout the website. The soft launch was April 29. Summer reading starts on June 1.
4. COMMUNICATIONS
 - a. Director Franco was the ILA member of the month of May. Congratulations!
 - b. We will not be adding any additional exercise classes in our current space. We will reevaluate when we are in the new building.
5. APPROVAL OF MINUTES
 - a. Donna Kassar made a motion to APPROVE THE MINUTES FROM THE APRIL 17, 2024, MEETING. Yolanda Bindert seconded the motion. The motion carried by voice vote.
6. FINANCIAL REPORTS
 - a. Bill Spain presented the Treasurer's reports and Financial statements for April 2024. We have started our pre-audit work.
 - b. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENTS FOR APRIL 2024. Maureen Sypkens 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
7. DIRECTOR'S REPORT

- a. BUILDING AND GROUNDS
 - i. Review of HVAC Existing Conditions – The insulation does not contain asbestos. We are going to make a data driven decision for the boiler control repair work.
 - ii. We will have 6 EV charging stations in the parking lot. We would like to delay installation so it can coincide with the big building project.
 - iii. We will not be repairing the burglar alarm. There is a landline phone in the basement and soon we will also have text to 911 service.
 - b. BUSINESS OFFICE –
 - i. IPLAR research is now underway.
 - ii. LIRA – the new government crime package didn't include insurance for trustees. We have remedied this situation with a retroactive policy to include trustees.
 - c. TECH –
 - i. The new website is up and running. It is ADA compliant which we will continue to monitor in the future.
 - ii. AI use – we will have a top-down approach. Director Franco will learn as much as possible about AI use and will help department heads train staff.
 - d. CONTINUING EDUCATION & TRAINING–
 - i. Trustee training is completed for the spring. The links to the recordings were given to board members to review the training as desired.
 - ii. At the in-service, the staff participated in a SWOT analysis with a marketing focus. We will use their answers to enhance our strategic plan efforts.
 - e. 3 THINGS TO SHARE
 - i. New Website – with online program registration
 - ii. Summer Reading will start on June 1
 - iii. The library will be closed on May 27 for Memorial Day.
 - f. Maureen Sypkens made a motion to APPROVE THE DIRECTOR'S REPORT. Bill Spain seconded the motion. The motion carried by voice vote.
8. NEW BUSINESS
- a. Review of *Serving our Public: Chapters 1-2*. We are fully compliant.
 - b. Maureen Sypkens made a motion to APPROVE THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) IN THE WORKPLACE POLICY. Donna Kassar seconded the motion. Motion passed by voice vote.
 - c. Donna Kassar made a motion to APPROVE THE REVISED NOTARY PUBLIC SERVICE POLICY. Bill Spain seconded the motion. Motion passed by voice vote.
 - d. Bill Spain made a motion to APPROVE THE REVISED PROHIBITED GIFTS POLICY. Donna Kassar seconded the motion. Motion passed by voice vote.
 - e. Maureen Sypkens made a motion to APPROVE THE REVISED PHOTOGRAPHY AND RECORDING POLICY. Bill Spain seconded the motion. Motion carried by voice vote.

- f. Maureen Sypkens made a motion to APPROVE THE PRE-EMPLOYMENT BACKGROUND CHECK POLICY. Yolanda Bindert seconded the motion. Motion passed by voice vote.

- 9. ANNOUNCEMENT
 - a. The next meeting will be on the fourth Wednesday of June due to the Juneteenth holiday. The meeting date is June 26, 2024.

- 10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 7:51 pm. Bill Spain seconded the motion. The motion carried by voice vote.

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR APRIL 30, 2024**

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF APRIL 30, 2024

PERSONNEL	\$67,540.78
OPERATIONS	\$21,148.88
PROFESSIONAL SERVICES	\$6,213.55
MATERIALS	\$3,801.76
PROGRAMS	\$1,257.75
BUILDING	\$13,271.16
CAPITAL	\$5,778.47
TOTAL EXPENDITURES	\$119,012.35

RECEIPTS AS OF APRIL 30, 2024

FINES, FEES & MISCELLANEOUS INCOME	\$1,048.65
PER CAPITA GRANT	\$0.00
INTEREST INCOME	\$999.75
Republic Bank	\$5,090.61
Illinois Funds Reinvest	\$5,812.15
PFM Reinvest	\$16,831.61
TAXES PRIOR YEARS	-\$773,142.66
TAXES CURRENT	\$756,311.05
TAXES ADVANCE	\$68,283.69
CORPORATE REPLACEMENT TAXES	-\$68,283.69
OTHER	\$12,951.16
TOTAL RECEIPTS	\$12,951.16

2. Fund Balances as of April 30, 2024

11-2900	Library Fund (Cash & Investment)	\$1,611,224.16
20-2900	Building Maintenance Fund	-\$49,382.56
30-2900	FICA Fund	\$105.83
40-2900	IMRF Fund	-\$18,834.71
50-2900	Insurance Fund	\$853.28
52-2900	Unemployment Fund	\$26,283.98
54-2900	Workers Comp Fund	\$1,597.29
60-2900	Audit Fund	\$5,439.09
70-2900	Building Reserve Fund	\$2,467,667.93
TOTAL FUND BALANCES		\$4,044,954.29