



HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

405 N. Hillside Avenue, Hillside, IL 60162

Lower Level Meeting Room

Agenda for Regular Meeting of August 21, 2024 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
 - Sandy Martinez, Circulation & Facilities Manager
 - Public Comments
3. APPROVAL OF MINUTES
 - Previous regular meeting of July 17, 2024 ***V**
4. COMMUNICATIONS
5. OFFICERS' REPORTS ***V**
6. FINANCIAL REPORTS
 - Treasurer's Report for July 2024
 - Review of Bills, July 2024
 - Approval of Financial Statements, July 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 5: Access*
 - Approval of an Intergovernmental Agreement for Library Services with Hillside School District 93 ***V**
 - Approval of Revised Purchasing Policy ***R**
 - Revocation of 1994 Charitable Contribution Policy ***V**
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
 - Next regular meeting: September 18, 2024
13. REMINDERS
14. ADJOURNMENT ***V**

Posted: Library Lobby and Website

Delivered: Trustees

Potential Board Action on Items Marked with Asterisk*

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

BOARD OF TRUSTEES MEETING –JULY 17, 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: PRESENT In Person – Maureen Sypkens, Bill Spain, Donna Kassar, Yolanda Bindert, Geneva Allen, Sandy Barge. ABSENT: Shirley Wachowski
Guests: Director Amy Franco, Maura Terado
3. AUDIENCE PARTICIPATION
 - a. Maura Terrado, Adult and Youth Department Director, updated the Board on the activities of the Adult and Youth Department. The library will have a craft table at the Diversity fair this weekend. Niki will present a story time at the zoo and Stephanie secured a grant, for the Nature Bus at the Chicago Botanic Garden. The department will soon begin using a new collection development tool. There is positive response to the new website and online registrations has had a successful launch. The Summer Reading Finale will be on Aug 5. Maura is leaving the library to pursue a teaching career.
4. APPROVAL OF MINUTES
 - a. Maureen Sypkens made a motion to APPROVE THE MINUTES FROM THE JUNE 26, 2024, MEETING. Donna Kassar seconded the motion. The motion carried by voice vote.
5. FINANCIAL REPORTS
 - a. Bill Spain presented the Treasurer's reports and Financial statements for June 2024.
 - b. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENTS FOR JUNE 2024. Donna Kassar seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE, Sandy Barge – AYE.
6. DIRECTOR'S REPORT
 - a. BUILDING AND GROUNDS
 - i. The basement waterproofing is operating as planned. No leaks.

- ii. There was an AC outage on Sunday night and a power outage on Monday night. Things are stable now.
- b. BUSINESS OFFICE
 - i. Audit – Lauterbach was very proactive with pre-audit work. We are hoping for a clean audit.
 - ii. Scholarship fund – the scholarship fund was reinvested for 7 months. We will use the interest income for scholarships tied to the opening of the time capsule.
- c. TECH
 - i. SWAN Catalog update is planned for July 17. This update will mainly affect the staff.
 - ii. Translation committee – all Spanish translations now need to be approved by the Translation committee. ChatGPT has been an important tool.
 - iii. Collection HQ – new tool to help librarians make informed decisions about the collection.
 - iv. Exclaimer – a new marketing tool for centralizing and standardizing email signatures to align with branding.
- d. LIBRARY COMMUNITY NEWS
 - i. IGA with Hillside School is currently at the attorney and will be on the August agenda. The school board will be voting on it at their next meeting on August 14. Board members are encouraged to attend and show support.
- e. PROGRAMMING
 - i. Niki is hosting story time at the Brookfield Zoo on August 1.
 - ii. Project Backpack – August 10, 10-2. 1000 backpacks filled with school supplies were donated for giveaway. The event will be held in conjunction with the Village.
- f. PERSONNEL
 - i. Maura Terrado has resigned from her position. Veronica will be the interim department head.
- g. 3 THINGS TO SHARE
 - i. Non-Resident fees have been reduced and kids under 18 can get a free library card.
 - ii. School Registration – if you need anything notarized for school registration, the library has free notary service and the notaries are bilingual
 - iii. Project Backpack – August 10 from 10am – 2pm
- h. HVAC
 - i. On Sunday the fan blade and motor failed and the system is depleted of 33lbs of coolant. They have been unable to find the leak. This weekend we will close on Friday at 1pm for the weekend so they can hopefully find and repair the leak.

- i. Maureen Sypkens made a motion to APPROVE THE DIRECTOR’S REPORT. Geneva Allen seconded the motion. The motion carried by voice vote.

7. NEW BUSINESS
 - a. Review of *Serving our Public: Chapter 4: Access*. We are as compliant as we can be in this building.
 - b. Approval of the revised Unattended Children & Vulnerable Adults Policy - Donna Kassar made a motion to APPROVE THE UNATTENDED CHILDREN AND VULNERABLE ADULTS POLICY. Bill Spain seconded the motion. The motion carried by voice vote.
 - c. Approval of a tuition reimbursement request – Bill Spain made a motion to APPROVE A TUITION REIMBURSEMENT REQUEST FROM MONZERRAT RODRIGUEZ IN THE AMOUNT OF \$2,667. Donna Kassar seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE, Sandy Barge – AYE.
 - d. Discussion of Sunday hours – The data shows more activity in the evenings, but still below expectations. We are in the growing category of local libraries and should be open at least 56 hours per week. We are currently open 60 hours per week. We haven’t had many requests for Sunday hours. Bill Spain made a motion to REMAIN CLOSED ON SUNDAYS FOR THE 2024-25 SCHOOL YEAR. Geneva Allen seconded the motion. The motion carried by voice vote.

8. ANNOUNCEMENT
 - a. The next meeting will be on August 21, 2024.

9. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 7:52 pm. Yolanda Bindert seconded the motion. The motion carried by voice vote.

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

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF JUNE 30, 2024

PERSONNEL	\$74,246.30
OPERATIONS	\$24,788.25
PROFESSIONAL SERVICES	\$8,257.00
MATERIALS	\$9,138.04
PROGRAMS	\$2,808.95
BUILDING	\$15,500.53
CAPITAL	\$451.50
TOTAL EXPENDITURES	\$135,190.57

RECEIPTS AS OF JUNE 30, 2024

FINES, FEES & MISCELLANEOUS INCOME	\$409.91
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,095.94
Illinois Funds Reinvest	\$5,146.57
PFM Reinvest	\$5,273.80
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$28,410.36
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$40,336.58

2. Fund Balances as of June 30, 2024

11-2900	Library Fund (Cash & Investment)	\$1,497,161.63
20-2900	Building Maintenance Fund	-\$61,643.56
30-2900	FICA Fund	-\$6,150.07
40-2900	IMRF Fund	-\$22,088.62
50-2900	Insurance Fund	\$774.76
52-2900	Unemployment Fund	\$26,289.31
54-2900	Workers Comp Fund	\$1,757.38
60-2900	Audit Fund	\$3,527.30
70-2900	Building Reserve Fund	\$2,463,667.93
TOTAL FUND BALANCES		\$3,903,296.06