



HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

405 N. Hillside Avenue, Hillside, IL 60162

Lower Level Meeting Room

Agenda for Regular Meeting of February 19, 2025 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
 - Det. Ryan Hartline, Hillside Police Department
 - Nicola Covello, Youth Librarian
 - Public Comments
3. CONSENT AGENDA *R
 - Approval of previous regular meeting minutes of November 20, 2024
 - Acceptance of November and December 2024 and January 2025 communications
 - Approval of revised treasurer's report for October 2024
 - Approval of treasurer's report and financial statements for November 2024
 - Approval of treasurer's report and financial statements for December 2024
 - Approval of treasurer's report and financial statements for January 2025
 - Acceptance of *Serving Our Public: Chapter 9: Public Services; Reference & Readers' Advisory Services*
 - Acceptance of *Serving Our Public: Chapter 10: Programming*
 - Acceptance of *Serving Our Public: Chapter 11: Youth/Young Adult Services*
4. DIRECTOR'S REPORTS *V
 - January 15, 2025
 - February 19, 2025
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - Approval of FY2026 Salary Schedule and discussion of staff raises for FY2026 *R
 - Approval of a quote from Robert E. Lee & Sons Co. to repair concrete as recommended by LIRA and to excavate and repair concrete slab for time capsule in the amount of \$16,500 *R
 - Approval of new Patron Privacy and Confidentiality Policy *V
 - Review of 2025 Hillside Public Library scholarship application and details
 - Semiannual review of 2022-2027 Strategic Plan progress
 - Distribution of Library Director's annual evaluation
7. EXECUTIVE SESSION (if needed)
8. ANNOUNCEMENTS
 - Next regular meeting: March 19, 2025
9. REMINDERS
10. 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 –February 19, 2025
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, Donna Kassar, Bill Spain, Yolanda Bindert, Sandy Barge, Shirley Wachowski. ABSENT – Geneva Allen
Guests: Director Amy Franco, Nicola Covello
3. AUDIENCE PARTICIPATION
 - a. Niki Covello, Youth Librarian, discussed the activities of the Youth Department. The Youth department is adding more Spanish titles especially popular and classic books. There are new read-along books for children as well as various items for use in the library. The summer reading program planning for this summer is well underway. The theme will be “Color Our World.” She has weeded over 3000 out of date books. Program attendance is up. We are offering many YA programs including programs in conjunction with Triton College. Brookfield Zoo recently presented a program at the library and Niki will present at the Zoo in the summer.
4. APPROVAL OF CONSENT AGENDA
 - a. Maureen Sypkens made a motion to APPROVE THE CONSENT AGENDA FOR FEBRUARY 19, 2025, AS PRESENTED. Shirley Wachowski seconded the motion. The motion carried by roll call vote. Maureen Sypkens – AYE, Donna Kassar – AYE, Shirley Wachowski – AYE, Bill Spain – AYE, Yolanda Bindert – AYE, Sandy Barge – AYE.
The Consent Agenda included:
 - i. Approval of previous regular meeting minutes of November 20, 2024
 - ii. Acceptance of November and December 2024 and January 2025 communications
 - iii. Approval of revised treasurer’s report for October 2024
 - iv. Approval of treasurer's reports and financial statements for November 2024, December 2024 and January 2025.
 - v. Acceptance of *Serving Our Public: Chapter 9: Public Services; Reference & Reader’s Advisory Services; Chapter 10: Programming, Chapter 11: Youth/Young Adult Services*
5. DIRECTOR’S REPORT – January 2025

- a. BUILDING AND GROUNDS
 - i. Power Outage in November – ComEd replaced oxidized connections and fuse cutouts on the utility pole in the parking lot.
 - ii. We are considering renting portable industrial space heaters but will wait until next year as this winter is nearly finished.
 - iii. Accessible streets and sidewalks – will give us recommendations to improve accessibility including curb cuts, trip hazards and other accessibility issues.
 - b. BUSINESS OFFICE
 - i. Government Crime Policy – renewed at 25% of our receipts level for three years. This will cover the entire Board.
 - ii. Budget – the preliminary budget is being prepared
 - iii. Non-Resident Cards – we sold two new cards following the change in policy last summer
 - iv. Per Capita Grant application, Annual Certification and ILLINET Statistical Survey have all been completed, submitted and accepted.
 - c. POLICY REVIEW – we will be reviewing policies on a 3-year basis. The first item will be revising the Board Bylaws. We will appoint an ad hoc committee to prepare the new bylaws.
 - d. TECHNOLOGY
 - i. New Staff Computers – all staff computers were replaced in January. There have been a few issues with the upgrade to Windows 11.
 - ii. Hoopla eBook platform - We are investigating adding Hoopla to our databases. It will be expensive, but it is in high demand by our patrons. We will budget funds in order to support a sustainable subscription to Hoopla.
6. DIRECTOR’S REPORT – February 2025
- a. BUILDING AND GROUNDS
 - i. Concrete trip hazards around the building have been repaired.
 - ii. The library successfully passed its recent elevator inspection.
 - b. BUSINESS OFFICE
 - i. I-9 Audit – The business office conducted an audit of employees’ I-9s and found many were incomplete. All employees are I-9s are now complete. Staff is also prepared for ICE raids if they were to happen.
 - ii. Check Washing/Forgeries – Our January batch of checks were stolen from the mail. Positive Pay caught several of the washed checks before they were cashed. No funds were lost as a result of the forged checks. There were also 3 unauthorized ACH transactions. All of these funds were recovered. We are exploring potentially changing our bank to Wintrust bank.
 - c. TECHNOLOGY

- i. Backup Server – We are having intermittent issues with the backup server. This will likely be part of the FY2026 technology replacement plan.
 - d. 3 THINGS TO SHARE
 - i. The library was hit by fraudulent transactions, but all money has been recovered. We also have insurance to cover any such losses.
 - ii. Cookbook Club – each month participants will bring dishes made from a recipe from a chosen cookbook to share.
 - iii. In an effort to engage with people pursuing life changes we have the following databases available: LinkedIn Learning – skills training for free, Learning Express Library – test preparation for tests such as ACT, SAT, GED, TOEFL, Citizenship Exam etc.
 - e. Maureen Sypkens made a motion to APPROVE THE DIRECTOR’S REPORTS FOR JANUARY AND FEBRUARY 2025. Bill Spain seconded the motion. The motion carried by voice vote.

7. NEW BUSINESS

- a. Salaries – Bill Spain made a motion to APPROVAL OF FY 2026 SALARY SCHEDULE AND STAFF RAISES OF 2.5% COLA AND UP TO 1.5% MERIT RAISES FOR FY2026. Donna Kassar seconded the motion. The motion carried by roll call vote. Maureen Sypkens – AYE, Donna Kassar – AYE, Shirley Wachowski – AYE, Bill Spain – AYE, Yolanda Bindert – AYE, Sandy Barge – AYE
- b. Concrete Repair – Maureen Sypkens made a motion to APPROVE OF A QUOTE FROM ROBERT E. LEE & SONS CO. TO REPAIR CONCRETE AS RECOMMENDED BY LIRA AND TO EXCAVATE AND REPAIR CONCRETE SLAB FOR TIME CAPSULE IN THE AMOUNT OF \$16,500. Shirley Wachowski seconded the motion. The motion carried by roll call vote. Maureen Sypkens – AYE, Donna Kassar – AYE, Shirley Wachowski – AYE, Bill Spain – AYE, Yolanda Bindert – AYE, Sandy Barge – AYE.
- c. Patron Privacy and Confidentiality Policy – Shirley Wachowski made a motion to APPROVE OF NEW PATRON PRIVACY AND CONFIDENTIALITY POLICY. Donna Kassar seconded the motion. The motion carried by voice vote.
- d. Review of 2025 Hillside Public Library scholarship application and details - We will use the interest on the scholarship fund to provide two \$750 scholarships at the opening of the time capsule. We will be updating the questions on the application.
- e. Semiannual review of 2022-2027 Strategic Plan progress
- f. Distribution of Library Director’s annual evaluation – Board members will complete their evaluation of the director and send it to Maureen by March 3, 2025.

8. ANNOUNCEMENT

- a. The next meeting will be on March 19, 2024.
9. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:14 pm. Bill Spain seconded the motion. The motion carried by voice vote.

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

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF NOVEMBER 30, 2024

PERSONNEL	\$85,447.31
OPERATIONS	\$21,155.13
PROFESSIONAL SERVICES	\$10,338.53
MATERIALS	\$20,079.91
PROGRAMS	\$334.90
BUILDING	\$5,245.11
CAPITAL	\$8,753.78
TOTAL EXPENDITURES	\$151,354.67

RECEIPTS AS OF NOVEMBER 30, 2024

FINES, FEES & MISCELLANEOUS INCOME	\$675.36
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,053.08
Illinois Funds Reinvest	\$4,953.95
PFM Reinvest	\$5,651.05
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$6,561.32
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$18,894.76

2. Fund Balances as of November 30, 2024

11-2900	Library Fund (Cash & Investment)	\$1,363,850.91
20-2900	Building Maintenance Fund	-\$65,576.37
30-2900	FICA Fund	-\$5,126.20
40-2900	IMRF Fund	-\$14,755.42
50-2900	Insurance Fund	\$12,433.24
52-2900	Unemployment Fund	\$26,074.26
54-2900	Workers Comp Fund	\$3,156.39
60-2900	Audit Fund	-\$1,501.61
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		\$4,182,223.13

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

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF DECEMBER 31, 2024

PERSONNEL	\$61,722.65
OPERATIONS	\$6,759.11
PROFESSIONAL SERVICES	\$8,365.69
MATERIALS	\$1,695.18
PROGRAMS	\$555.17
BUILDING	\$6,152.70
CAPITAL	\$8,839.96
TOTAL EXPENDITURES	<u>\$94,090.46</u>

RECEIPTS AS OF DECEMBER 31, 2024

FINES, FEES & MISCELLANEOUS INCOME	\$289.86
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,026.95
Illinois Funds Reinvest	\$4,000.00
PFM Reinvest	\$5,284.76
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$980.18
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	<u>\$11,581.75</u>

2. Fund Balances as of December 31, 2024

11-2900	Library Fund (Cash & Investment)	\$1,293,423.87
20-2900	Building Maintenance Fund	-\$71,679.54
30-2900	FICA Fund	-\$8,718.60
40-2900	IMRF Fund	-\$17,166.35
50-2900	Insurance Fund	\$12,448.72
52-2900	Unemployment Fund	\$26,074.32
54-2900	Workers Comp Fund	\$3,158.25
60-2900	Audit Fund	-\$1,494.18
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		<u>\$4,099,714.42</u>

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR JANUARY 31, 2025**

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF JANUARY 31, 2025

PERSONNEL	\$64,930.26
OPERATIONS	\$130,765.56
PROFESSIONAL SERVICES	\$8,356.16
MATERIALS	\$11,862.77
PROGRAMS	\$1,194.22
BUILDING	\$5,485.79
CAPITAL	\$2,974.42
TOTAL EXPENDITURES	\$225,569.18

RECEIPTS AS OF JANUARY 31, 2025

FINES, FEES & MISCELLANEOUS INCOME	\$1,383.44
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$999.78
Illinois Funds Reinvest	\$4,999.30
PFM Reinvest	\$4,575.42
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$1,278.06
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$13,236.00

2. Fund Balances as of January 31, 2025

11-2900	Library Fund (Cash & Investment)	\$1,109,102.88
20-2900	Building Maintenance Fund	-\$77,100.74
30-2900	FICA Fund	-\$12,223.73
40-2900	IMRF Fund	-\$19,688.44
50-2900	Insurance Fund	-\$2,434.75
52-2900	Unemployment Fund	\$26,039.90
54-2900	Workers Comp Fund	\$1,502.68
60-2900	Audit Fund	-\$1,484.49
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		\$3,887,381.24