

Agenda for Regular Meeting of July 16, 2025 at 7:00 PM**6:45 PM: Annual Facility Walk-Through (No action will be taken)**

Trustees will meet 15 minutes prior to the regular meeting to walk through the library facility as recommended in *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

1. ROLL CALL
2. AUDIENCE PARTICIPATION
 - Veronica Villagómez, Public Services Director
 - Public Comments
3. APPROVAL OF MINUTES ***V**
 - Previous regular meeting of June 18, 2025
4. COMMUNICATIONS
5. OFFICERS' REPORTS ***V**
6. FINANCIAL REPORTS
 - Treasurer's Report for June 2025
 - Review of Bills, June 2025
 - Approval of Financial Statements, June 2025 ***R**
7. DIRECTOR'S REPORT ***V**
8. COMMITTEE REPORTS ***V**
 - Finance
 - Facilities
 - Personnel
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries*
 - Approval of revised Interlibrary Loan Policy ***V**
 - Approval of revised Use of Generative Artificial Intelligence in the Workplace Policy ***V**
 - Approval of revised Meeting Room Policy & Contract ***V**
 - Discussion of library materials challenges
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
 - Bylaws Committee Meeting: July 31, 2025 at 6:00 PM
 - Next regular meeting: August 20, 2025
13. REMINDERS
14. ADJOURNMENT ***V**

Posted: Library Lobby and Website

Delivered: Trustees

Potential Board Action on Items Marked with Asterisk*



HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

405 N. Hillside Avenue, Hillside, IL 60162

Lower Level Meeting Room

Minutes for Regular Meeting of July 16, 2025

ANNUAL FACILITY WALK-THROUGH

Trustees met at 6:45 PM, prior to the regular meeting to walk through the library facility as recommended in *Serving our Public 4.0: Standards for Illinois Public Libraries*.

CALL TO ORDER

President Sypkens called the meeting to order at 7:15 P.M.

ROLL CALL

Trustees Present:

President: Maureen Sypkens

Secretary: Donna Kassar

Treasurer: Bill Spain

Trustee: Yolanda Bindert

Trustee: Sandra Barge

Trustee: Geneva Allen

Trustees Absent:

Vice President: Shirley Wachowski

Staff Present:

Amy Franco, Library Director

Veronica Villagomez, Public Services Director

AUDIENCE PARTICIPATION

Veronica Villagomez gave a brief presentation to the board comprising a mid-year review of statistics. The time capsule was a great success with about 200 attendees despite the hot weather, and all materials are currently on display. This year's Summer Reading program has had the highest engagement in several years. Staff are working to expand programming that is of interest to the community, such as Cookbook Club, Spanish Book Discussion, and imaginative skill and play-based learning in the youth department.

APPROVAL OF MINUTES

President Sypkens moved to accept the previous regular meeting minutes of June 18, 2025, seconded by Treasurer Spain. Motion carried; voice vote unanimous.

COMMUNICATIONS

Director Franco reviewed the communications for the month.

OFFICERS' REPORTS

Treasurer Spain presented the financial reports for June 2025. Expenditures were higher than usual this month due to capital expenditures relating to the time capsule event, another emergency HVAC repair, and expenditures related to the basement workroom. We were awarded a \$125,000 Public Library Construction Grant and the \$12,272 Per Capita Grant in June. Interest income is strong year-to-date.

FINANCIAL REPORTS

Treasurer Spain moved to authorize expenditures for goods and services totaling \$80,675.54 and payroll expenses totaling \$65,104.89 as listed in the June 2025 Treasurer's Report and Financial Statements, seconded by Secretary Kassar. Motion carried; voice vote unanimous.

DIRECTOR'S REPORT

Director Franco reviewed the statistics for the month and reported on ongoing building improvements, including repairs to aging shelving, progress on converting the small meeting room into a staff workroom, and making audiovisual materials fully browsable by the public. The library received a \$125,000 Public Library Construction Grant and expects \$12,272 from the Per Capita Grant, launched a new license plate sticker renewal service, and is advancing several policy updates. Technology projects include new iPad OPAC stations, BDR server replacement, and a successful transition to a more reliable fiber internet connection. The summer reading program has seen record participation, and the time capsule event attracted over 200 attendees.

Three things to share include license plate sticker renewals, hoopla, and notary services for school registration.

President Sypkens moved to approve the Director's Report for July 15, 2025, seconded by Treasurer Spain. Motion carried; voice vote unanimous.

COMMITTEE REPORTS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Treasurer Spain moved to approve the revised Interlibrary Loan Policy, seconded by Secretary Kassar. Motion carried; voice vote unanimous.

Secretary Kassar moved to approve the revised Use of Generative Artificial Intelligence in the Workplace Policy, seconded by President Sypkens. Motion carried; voice vote unanimous.

Treasurer Spain moved to approve the revised Meeting Room Policy & Contract, seconded by Secretary Kassar. Motion carried; voice vote unanimous.

ADJOURNMENT

Secretary Kassar moved to adjourn the Library Board Meeting, seconded by Treasurer Spain. Motion carried; voice vote unanimous. Meeting adjourned at 7:51 P.M.

Prepared by Amy Franco, Library Director

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

TREASURER'S REPORT FOR JUNE 30, 2025

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF JUNE 30, 2025

PERSONNEL	\$65,104.89
OPERATIONS	\$13,305.35
PROFESSIONAL SERVICES	\$10,901.69
MATERIALS	\$14,511.58
PROGRAMS	\$4,316.04
BUILDING	\$37,968.63
CAPITAL	-\$327.75
TOTAL EXPENDITURES	\$145,780.43

RECEIPTS AS OF JUNE 30, 2025

FINES, FEES & MISCELLANEOUS INCOME	\$518.19
PER CAPITA GRANT	\$0.00
INTEREST INCOME	\$769.77
Republic Bank	
Illinois Funds Reinvest	\$4,404.85
PFM Reinvest	\$5,122.03
Hinsdale Bank	\$589.16
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$10,814.84

2. Fund Balances as of June 30, 2025

11-2900	Library Fund (Cash & Investment)	\$1,557,583.81
20-2900	Building Maintenance Fund	-\$69,710.24
30-2900	FICA Fund	-\$3,675.22
40-2900	IMRF Fund	-\$14,635.08
50-2900	Insurance Fund	\$10,099.48
52-2900	Unemployment Fund	\$25,795.18
54-2900	Workers Comp Fund	\$2,897.31
60-2900	Audit Fund	\$2,118.52
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		\$4,374,141.69