



**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES**

405 N. Hillside Avenue, Hillside, IL 60162

Lower Level Meeting Room

**Agenda for Regular Meeting of June 26, 2024 at 7:00 PM**

1. ROLL CALL
2. AUDIENCE PARTICIPATION
  - Brian Bruns, Outsource Solutions Group
  - Public Comments
3. APPROVAL OF MINUTES
  - Previous regular meeting of May 15, 2024 **\*V**
4. COMMUNICATIONS
5. OFFICERS' REPORTS **\*V**
6. FINANCIAL REPORTS
  - Treasurer's Report for May 2024
  - Review of Bills, May 2024
  - Approval of Financial Statements, May 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 3: Personnel*
  - Approval of nonresident card and annual fee **\*R**
  - Approval of revised Nonresident Policy and Fees **\*R**
  - Rescission of Universal Access Policy **\*V**
  - Approval of Illinois Public Library Annual Report (IPLAR) **\*V**
  - Approval of a Letter of Direction to Global Payments Integrated/TSYS **\*V**
  - Approval of Revised Policy Regarding Use by the Public of Library Display and Exhibit Space **\*V**
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
  - Next regular meeting: July 17, 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 – JUNE 26, 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, Brian Bruns, Suzanne Gleason
3. AUDIENCE PARTICIPATION
  - a. Brian Bruns, from Outsource Solutions Group, discussed the IT projects that we have completed this year. Projects include network equipment replacement (switches, firewall, server), and security upgrades (Sentinel 1, duo server access, drop suite, password policy, disaster recovery testing). We still need to change some staff computers, develop internal documentation and a technology replacement plan.
4. APPROVAL OF MINUTES
  - a. Maureen Sypkens made a motion to APPROVE THE MINUTES FROM THE MAY 15, 2024, MEETING. Yolanda Bindert seconded the motion. The motion carried by voice vote.
5. COMMUNICATIONS
  - a. We received a complaint about the Juneteenth Celebration sign in front of the building. The sign was not a campaign sign and the event was for a community event not for fundraising, it is appropriate.
6. FINANCIAL REPORTS
  - a. Bill Spain presented the Treasurer's reports and Financial statements for May 2024.
  - b. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENTS FOR MAY 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.

## 7. DIRECTOR'S REPORT

- a. Tax bills have been posted online.
- b. BUILDING AND GROUNDS
  - i. There was a flooding incident. Perhaps someone was bathing using the outside faucet and left the water running. Our leak detector was out of battery and did not alert the staff. The antiflood zone has been dry.
  - ii. Flowers have been planted in front of the building and the carpet was cleaned on the first floor.
- c. BUSINESS OFFICE
  - i. The IPLAR report is complete.
  - ii. The Audit begins next week. Director Franco and the staff are preparing documents for the auditor. Board members should be sure to return the audit questionnaire directly to the auditor.
  - iii. The Huntington Bank account has been closed and funds moved to Republic Bank.
  - iv. Check positive pay added to our main bank account. The bank will only cash checks that are on a list that we give them.
  - v. Scholarship CD – the CD is maturing next month and there is \$1000 available for a scholarship presentation. The Board decided to reinvest the money and offer the scholarship next year in conjunction with the opening of the time capsule.
  - vi. The Proviso Township libraries will participate in Library Card Sign-up month and Passport to Proviso. Together they have purchased a billboard advertisement on the electronic billboard at Mannheim and I-290 to run in September.
- d. TECH
  - i. The website accessibility checker ReciteMe was installed.
  - ii. Our tech infrastructure has improved considerably with Outsource Solutions Group.
- e. LIBRARY COMMUNITY NEWS
  - i. \$75 million in library funding was recently signed into Illinois law.
  - ii. HB 4567 passed the House and is waiting for Senate approval. This law would make violence against library workers a class 4 felony
  - iii. Statewide database purchase for libraries. This will increase database access for our patrons. We will continue to purchase a few databases that are popular with our patrons and not included in the state offerings.
  - iv. SWAN upgrade was postponed due to errors.
  - v. Director Franco will present a discussion on AI and libraries at the ILA conference.
- f. 3 THINGS TO SHARE
  - i. Summer Reading is underway. This year the theme is “Read for the Gold” and there will be many activities and special events all summer.

- ii. The library will be closed on July 4<sup>th</sup>. We are always open online and our new website is so much easier to use.
- iii. We will accept donations for the Immanuel-Hillside Food Pantry this summer. See the checkout desk for more information.
- g. 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: Chapter 3: Personnel*. We are fully compliant.
- b. Nonresident card and annual fee – The former fees for the nonresident card were not equitable compared to what residents pay. We will start using the Tax Bill calculation method to calculate the equivalent cost for nonresidents. The staff has already been trained to use the new method. We will also waive the nonresident fee for children under 18 years of age. Maureen Sypkens made a motion to PARTICIPATE IN THE STATE OF ILLINOIS NONRESIDENT LIBRARY CARD PROGRAM, CALCULATE THE FEES USING THE TAX BILL METHOD OR 15% OF THE MONTHLY RENT, APPROVE THE REVISED NONRESIDENT POLICY AND FEES, AND RESCIND THE UNIVERSAL ACCESS POLICY. Bill Spain 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.
- c. Illinois Public Library Annual Report (IPLAR) – The highlights of the report include much better engagement with the community, higher WiFi usage and program attendance, and increased visits to the library. Donna Kassar made a motion to APPROVE THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR). Maureen Sypkens seconded the motion. Motion carried by voice vote.
- d. Global Payments Integrated – Maureen Sypkens made a motion to APPROVE A LETTER OF DIRECTION TO GLOBAL PAYMENTS INTEGRATED/TSYS. Yolanda Bindert seconded the motion. Motion carried by voice vote.
- e. Use of Public Library Display and Exhibit Space – Donna Kassar made a motion to APPROVE THE REVISED POLICY REGARDING USE BY THE PUBLIC OF LIBRARY DISPLAY AND EXHIBIT SPACE. Bill Spain seconded the motion. Motion carried by voice vote.

## 9. ANNOUNCEMENT

- a. The next meeting will be on July 17, 2024.

10. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:07 pm. Donna Kassar seconded the motion. The motion carried by voice vote.

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

**1. Review of Bills and Financial Accounting**

**EXPENDITURES AS OF MAY 31, 2024**

PERSONNEL	\$81,867.70
OPERATIONS	\$2,803.95
PROFESSIONAL SERVICES	\$9,944.55
MATERIALS	\$5,537.15
PROGRAMS	\$1,358.38
BUILDING	\$1,420.70
CAPITAL	\$10,578.67
<b>TOTAL EXPENDITURES</b>	<b>\$113,511.10</b>

**RECEIPTS AS OF MAY 31, 2024**

FINES, FEES & MISCELLANEOUS INCOME	\$579.08
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,181.89
Illinois Funds Reinvest	\$5,284.13
PFM Reinvest	\$5,553.61
TAXES PRIOR YEARS	\$39,325.03
TAXES CURRENT	\$14,783.12
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$66,706.86</b>

**2. Fund Balances as of May 31, 2024**

11-2900	Library Fund (Cash & Investment)	\$1,545,696.50
20-2900	Building Maintenance Fund	-\$47,578.80
30-2900	FICA Fund	-\$2,999.63
40-2900	IMRF Fund	-\$20,207.84
50-2900	Insurance Fund	\$1,869.08
52-2900	Unemployment Fund	\$26,287.52
54-2900	Workers Comp Fund	\$1,703.54
60-2900	Audit Fund	\$3,311.93
70-2900	Building Reserve Fund	\$2,463,667.93
<b>TOTAL FUND BALANCES</b>		<b>\$3,971,750.23</b>