



Agenda for Regular Meeting of October 15, 2025 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
 - Tim Gavin, Principal, Lauterbach & Amen
 - Public Comments
3. CONSENT AGENDA *R
 - Approval of minutes of previous regular meeting of August 20, 2025
 - Acceptance of August and September 2025 communications
 - Approval of treasurer's report and financial statements for August 2025
 - Approval of treasurer's report and financial statements for September 2025
 - Approval of Director's Report for September 17, 2025
 - Approval of Director's Report for October 15, 2025
 - Approval of semi-annual review of closed meetings in compliance with 5 ILCS 102 2.06
4. UNFINISHED BUSINESS
5. NEW BUSINESS
 - Approval of a Letter of Direction to The Illinois Funds dated July 29, 2025 *V
 - Approval of Revised Personnel Handbook *V
 - Approval of Resolution 2026-01: A resolution authorizing the transfer of fiscal year 2024-2025 unexpended operating fund balance to the FICA Fund in the amount of \$3,675 and authorizing the closure of the FICA Fund *R
 - Approval of Resolution 2026-02: A resolution authorizing the transfer of fiscal year 2024-2025 unexpended fund balance to the Building Maintenance Fund in the amount of \$38,900 *R
 - Approval of Resolution 2026-03: A resolution authorizing the transfer of fiscal year 2024-2025 unexpended fund balance to the Capital Projects Fund in the amount of \$457,425 *R
 - Review of Resolution 2026-04: Appropriation determination and determination of amounts to be levied for library purposes for fiscal year 2025-2026
6. EXECUTIVE SESSION (if needed)
7. ANNOUNCEMENTS
 - Next regular meeting: November 19, 2025 at 7:00 PM
8. REMINDERS
9. ADJOURNMENT *V



Minutes for Regular Meeting of October 15, 2025

CALL TO ORDER

The meeting was called to order at 7:02 pm by Maureen Sypkens.

ROLL CALL

Members Present:

President: Maureen Sypkens

Secretary: Donna Kassar

Treasurer: Bill Spain

Trustee: Yolanda Bindert

Trustee: Sandy Barge

Trustee: Geneva Allen

Members Absent:

Vice President: Shirley Wachowski

Staff Present:

Library Director: Amy Franco

Finance Specialist: Monzerrat Rodriguez

Others Present:

Tim Gavin, Principal, Lauterbach & Amen

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.

Tim Gavin gave a brief presentation to the Board. Lauterbach & Amen provides accounting services for us including accounts payable, payroll processing, monthly accounts, and audit cycles. This year there were no deficiencies reported on our audit (except the inevitable internal controls).

- a. Banking changes – after the fraudulent activity on one account in January we changed banks to Wintrust Bank which has expertise in government agencies and higher safety standards.
- b. Property tax revenues restricted lines are making sure we are using the funds correctly.
- c. Jamie Rachlin, financial advisor, will do internal controls audit to help us continue to improve.

Monzerrat Rodriguez gave a brief presentation to the Board. Monze was instrumental in recuperating the money that was stolen with the fraudulent checks in January. She is also working on getting our vendors transferred to using ACH payments and eliminating paper checks. She researched and put into place the processing of license plate renewals.

APPROVAL OF CONSENT AGENDA

which included:

- a. Approval of minutes of previous regular meeting of August 20, 2025
- b. Acceptance of August and September 2025 communications
- c. Approval of treasurer's report and financial statements for August 2025
- d. Approval of treasurer's report and financial statements for September 2025
- e. Approval of Director's Report for September 17, 2025
- f. Approval of Director's Report for October 15, 2025

- g. Approval of semi-annual review of closed meetings in compliance with 5 ILCS 102.06
- h. Highlights from the Director's Report were discussed including:
 - i. Furniture purchase – Director Franco proposed using money from the Reserve Fund to purchase furniture and partitions for the teen area. This furniture will be used in the new building once we move.
 - ii. No deficiencies on the audit.
 - iii. We will be hiring a marketing consultant to do a marketing audit and create communication materials that are consistent with our brand.

Bill Spain made a motion to APPROVE THE CONSENT AGENDA AS PRESENTED. Maureen Sypkens seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Sandra Barge – AYE, Geneva Allen – AYE.

NEW BUSINESS

Letter of Direction to the Illinois Funds. Donna Kassar made a motion to APPROVE THE LETTER OF DIRECTION TO THE ILLINOIS FUNDS DATED July 29, 2025. Bill Spain seconded the motion. The motion carried by voice vote.

Revised Personnel Handbook – The Personnel Committee reviewed the HR Source Library Survey on paid parental leave policies. The committee had a 2-2 split on increasing the amount of family leave we offer. Benefits of increasing the leave include that it is a low-cost benefit intended to encourage recruitment and retainment. Those against argued that the increase in expense was not being responsible to the taxpayers. Data shows that regional norms are shifting, and more libraries are offering paid parental leave or increasing their leave policies. In order to be eligible, employees need to have completed at least one year of continuous service and be in good standing, with no disciplinary action against them.

Donna Kassar made a motion to APPROVE THE REVISED PERSONNEL HANDBOOK, AMENDED TO PROVIDE UP TO 10 WEEKS OF PAID PARENTAL LEAVE. Motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Sandra Barge – NAY, Geneva Allen – NAY.

Resolution 2026-01, Resolution 2026-02 and Resolution 2026-03: Bill Spain made a motion to APPROVE RESOLUTION 2026-01 A RESOLUTION AUTHORIZING THE TRANSFER OF FISCAL YEAR 2024-2025 UNEXPENDED OPERATING FUND BALANCE TO THE FICA FUND IN THE AMOUNT OF \$3,675 AND AUTHORIZING THE CLOSURE OF THE FICA FUND; and to APPROVE RESOLUTION 2026-02: A RESOLUTION AUTHORIZING THE TRANSFER OF FISCAL YEAR 2024-2025 UNEXPENDED FUND BALANCE TO THE BUILDING MAINTENANCE FUND IN THE AMOUNT OF \$38,900; and to APPROVE RESOLUTION 2026-03: A RESOLUTION AUTHORIZING THE TRANSFER OF FISCAL YEAR 2024-2025 UNEXPENDED FUND BALANCE TO THE CAPITAL PROJECTS FUND IN THE AMOUNT OF \$457,425.

Donna Kassar seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Sandra Barge – AYE, Geneva Allen – AYE.

Review of Resolution 2026-04: Appropriation determination and determination of amounts to be levied for library purposes for fiscal year 2025-2026. The Board members will review the levy to be voted on at the November meeting. Send the director any questions about the levy by November 1.

ANNOUNCEMENT

The next meeting will be November 10, 2025.

ADJOURNMENT

Maureen Sypkens made a motion to adjourn the meeting at 8:09 pm. Bill Spain seconded the motion. The motion carried by voice vote.

Prepared by Donna Kassar, Secretary

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

TREASURER'S REPORT FOR AUGUST 31, 2025

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF AUGUST 31, 2025

PERSONNEL	\$66,416.59
OPERATIONS	\$11,976.52
PROFESSIONAL SERVICES	\$16,445.03
MATERIALS	\$12,560.67
PROGRAMS	\$2,889.68
BUILDING	\$5,728.97
CAPITAL	\$2,117.03
TOTAL EXPENDITURES	\$118,134.49

RECEIPTS AS OF AUGUST 31, 2025

FINES, FEES & MISCELLANEOUS INCOME	\$711.91
PER CAPITA GRANT	\$12,272.00
INTEREST INCOME	\$4,592.60
Illinois Funds Reinvest	
PFM Reinvest	\$5,782.58
Hinsdale Bank	\$658.23
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$8,156.88
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$23,157.13
TOTAL RECEIPTS	\$55,331.33

2. Fund Balances as of August 31, 2025

11-2900	Library Fund (Cash & Investment)	\$1,555,629.71
20-2900	Building Maintenance Fund	-\$102,267.86
30-2900	FICA Fund	-\$3,443.34
40-2900	IMRF Fund	-\$19,760.23
50-2900	Insurance Fund	\$10,208.30
52-2900	Unemployment Fund	\$25,630.25
54-2900	Workers Comp Fund	\$2,912.77
60-2900	Audit Fund	-\$5,819.65
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		\$4,326,757.88

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

TREASURER'S REPORT FOR SEPTEMBER 30, 2025

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF SEPTEMBER 30, 2025

PERSONNEL	\$62,507.13
OPERATIONS	\$6,549.36
PROFESSIONAL SERVICES	\$9,437.53
MATERIALS	\$3,301.41
PROGRAMS	\$4,326.02
BUILDING	\$4,931.93
CAPITAL	\$13,460.76
TOTAL EXPENDITURES	\$104,514.14

RECEIPTS AS OF SEPTEMBER 30, 2025

FINES, FEES & MISCELLANEOUS INCOME	\$397.35
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Illinois Funds Reinvest	\$4,392.81
PFM Reinvest	\$5,449.68
Hinsdale Bank	\$362.40
TAXES PRIOR YEARS	\$1,109.17
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$35.19
TOTAL RECEIPTS	\$11,746.60

2. Fund Balances as of September 30, 2025

11-2900	Library Fund (Cash & Investment)	\$1,471,518.21
20-2900	Building Maintenance Fund	-\$107,143.74
30-2900	FICA Fund	-\$3,411.81
40-2900	IMRF Fund	-\$22,420.02
50-2900	Insurance Fund	\$10,225.82
52-2900	Unemployment Fund	\$25,630.32
54-2900	Workers Comp Fund	\$2,914.87
60-2900	Audit Fund	-\$6,991.24
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		\$4,233,990.34