HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
405 N. Hillside Avenue, Hillside, IL 60162
Lower Level Meeting Room

Agenda for Regular Meeting of October 21, 2026 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
    - Josh Campanelli; Shales McNutt Construction Services
    - Tiffany Nash, Dan Pohrte; Product Architecture + Design
    - Public Comments
3. CONSENT AGENDA ***R**
    - Approval of minutes of previous regular meeting of August 19, 2026
    - Acceptance of August 2026 and September 2026 communications
    - Approval of treasurer's reports and financial statements for August 2026 and September 2026
    - Approval of Director's Report for October 2026
    - Approval of Construction Report for October 2026
    - Approval of a tuition reimbursement request from Allison Valtierrez-Mojica in the amount of $3,000
    - Approval of semi-annual review of closed meetings in compliance with 5 ILCS 102 2.06
    - Approval of revised Technology Access Policy and review of Guidelines
4. UNFINISHED BUSINESS
5. NEW BUSINESS
    - Awarding of the furniture bid to Interiors for Business in the amount of $282,807.60 ***R**
    - Approval of purchase of furniture from KI in the amount of $94,150.36 and shelving from Bradford Group in the amount of $247,868.05 ***R**
    - Approval of furniture project budget of $742,308.61 as recommended by Product Architecture ***R**
    - Approval of Bibliotheca quote in the amount of $24,673 to purchase two self-checkout kiosks ***R**
    - Approval of Resolution 2027-01 amending the amended bylaws of the Library Insurance Management and Risk Control Combination (LIMRiCC) organization to allow for substantive amendments to the bylaws of the organization ***V**
    - Approval of Resolution 2027-02 amending the amended intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination (LIMRiCC) to allow for substantive amendments to the intergovernmental agreement ***V**
    - Approval of Resolution 2027-03 providing for the execution of an intergovernmental agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC) ***V**
    - Review of Resolution 2027-04: Appropriation determination and determination of amounts to be levied for library purposes for fiscal year 2026-2027
6. EXECUTIVE SESSION
    - For the purpose of semi-annual review of minutes of meetings closed lawfully under the Act, pursuant to 5 ILCS 120/2(c)(21)
7. ANNOUNCEMENTS
    - Next regular meeting: November 18, 2026
8. REMINDERS
9. ADJOURNMENT ***V**

Posted: Library Lobby and Website Potential Board Action on Items Marked with Asterisk*****

HILLSIDE PUBLIC LIBRARY

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
405 N. Hillside Avenue, Hillside, IL 60162
Lower Level Meeting Room

Minutes for Regular Meeting of October 21, 2026

CALL TO ORDER

President Sypkens called the meeting to order at 7:00 PM.

ROLL CALL

Members Present
President: Maureen Sypkens
Vice President: Shirley Wachowski
Treasurer: Bill Spain
Secretary: Donna Kassar
Trustee: Yolanda Bindert

Members Absent
Trustee: Sandy Barge
Trustee: Geneva Allen

Library Staff Present:
Amy Franco, Library Director

Guests Present:
Dan Pohrte, Product Architecture + Design
Josh Campanelli, Shales McNutt Construction Services
Suzanne Gleason, observer

AUDIENCE PARTICIPATION

Josh Campanelli of Shales McNutt Construction (SMC) discussed the bid opening on October 15 and reported that the bids were under budget. He evaluated them and sent recommendations to the Village for approval at their board meeting. SMC will start with abatement and demolition in December. Dan Pohrte of Product Architecture discussed the furniture bids and other interior decisions. Director Franco reported that the Village will financially cover the buildout and construction, and the Library will be responsible for furniture, fixtures, equipment, and design fees for the buildout portion of the project.

CONSENT AGENDA

Treasurer Spain made a motion to approve the Consent Agenda, including:

- Approval of minutes of previous regular meeting of August 19, 2026
- Acceptance of August 2026 and September 2026 communications
- Approval of Treasurer's Report and financial statements for August 2026 and September 2026
- Approval of Director's Report for October 2026
- Approval of Construction Report for October 2026
- Approval of a tuition reimbursement request from Allison Valtierrez-Mojica in the amount of $3000

- Approval of semi-annual review of closed meetings in compliance with 5 ILCS 102 2.06
- Approval of revised Technology Access Policy and review of Guidelines
-

President Sypkens seconded the motion. Motion carried; roll call vote unanimous. The Board congratulated Director Franco on completing the ALA's Certified Public Library Administrator (CPLA) program.

NEW BUSINESS

Treasurer Spain made a motion to award the furniture bid for the Interior Renovation Project to Interiors for Business, the lowest responsive and responsible bidder, in the amount of $282,807.60, as recommended by Product Architecture + Design, seconded by President Sypkens. Motion carried; roll call vote unanimous.

Treasurer Spain made a motion to approve the purchase of furniture from KI in the amount of $94,150.36 and shelving from Bradford Group in the amount of $247,868.60; establish an allowance of $50,000 for additional furnishings and a contingency of $67,482.60; authorize a total furniture project budget not to exceed $742,308.61, as recommended by Product Architecture + Design; and authorize the Library Director to execute all necessary purchasing agreements to complete the project; seconded by President Sypkens. Motion carried; roll call vote unanimous.

President Sypkens made a motion to approve the Bibliotheca quote in the amount of $24,673 to purchase two self-checkout kiosks, seconded by Yolanda Bindert. Motion carried; roll call vote unanimous.

Treasurer Spain made a motion to approve Resolution 2027-01 amending the amended bylaws of the Library Insurance management and Risk Control Combination (LIMRiCC) organization to allow for substantive amendments to the bylaws of the organization, seconded by Trustee Bindert. Motion carried; voice vote unanimous.

Treasurer Spain made a motion to approve resolution 2027-02 amending the amended intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination (LIMRiCC) to allow for substantive amendments to the intergovernmental agreement, seconded by Secretary Kassar. Motion carried; voice vote unanimous.

Treasurer Spain made a motion to approve resolution 2027-03 providing for the execution of an intergovernmental agreement with the Library Management and Risk Control Combination (LIMRiCC), seconded by President Sypkens. Motion carried; voice vote unanimous.

The Board completed the first reading of the levy; review of Resolution 2027-04: Appropriation determination and determination of amounts to be levied for library purposes for fiscal year 2026-2027. The Board will approve the levy during the November regular meeting.

ANNOUNCEMENTS

The next regular meeting will be on November 18, 2026, at 7:00 pm

ADJOURNMENT

President Sypkens made a motion to adjourn the regular meeting of October 21, 2026, seconded by Treasurer Spain. Motion carried; voice vote unanimous. Meeting adjourned at 7:43 pm.

Prepared by Donna Kassar, Secretary

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR AUGUST 31, 2026

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF AUGUST 31, 2026			
PERSONNEL			$68,868.93
OPERATIONS			$12,995.38
PROFESSIONAL SERVICES			$11,060.98
MATERIALS			$15,961.06
PROGRAMS			$2,939.69
BUILDING			$6,668.16
CAPITAL			$40,659.67
		TOTAL EXPENDITURES	**$159,153.87**

RECEIPTS AS OF AUGUST 31, 2026			
FINES, FEES & MISCELLANEOUS INCOME			$573.71
PER CAPITA GRANT			$14,144.00
INTEREST INCOME	Illinois Funds Reinvest		$7,961.33
	PFM Reinvest		$26,319.81
	Hinsdale Bank		$1,523.65
TAXES PRIOR YEARS			$0.00
TAXES CURRENT			$53,345.65
TAXES ADVANCE			$0.00
CORPORATE REPLACEMENT TAXES			$0.00
OTHER			$0.00
		TOTAL RECEIPTS	**$103,868.15**

2. Fund Balances as of August 31, 2026

11-2900	Library Fund (Cash & Investment)		$1,925,211.81
20-2900	Building Maintenance Fund		-$56,506.39
40-2900	IMRF Fund		$20,457.22
50-2900	Insurance Fund		$11,293.37
52-2900	Unemployment Fund		$25,040.97
54-2900	Workers Comp Fund		$5,660.50
60-2900	Audit Fund		-$7,500.93
70-2900	Building Reserve Fund		$2,728,247.53
		TOTAL FUND BALANCES	**$4,651,904.08**

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES
TREASURER'S REPORT FOR SEPTEMBER 30, 2026

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF SEPTEMBER 30, 2026		
PERSONNEL		$49,267.89
OPERATIONS		$7,395.96
PROFESSIONAL SERVICES		$6,281.00
MATERIALS		$8,892.42
PROGRAMS		$3,597.51
BUILDING		$9,666.28
CAPITAL		$61,032.31
	TOTAL EXPENDITURES	**$146,133.37**

RECEIPTS AS OF SEPTEMBER 30, 2026		
FINES, FEES & MISCELLANEOUS INCOME		$407.05
PER CAPITA GRANT		$0.00
INTEREST INCOME	Illinois Funds Reinvest	$4,047.94
	PFM Reinvest	$6,494.94
	Hinsdale Bank	$1,380.92
TAXES PRIOR YEARS		$0.00
TAXES CURRENT		$32,405.55
TAXES ADVANCE		$0.00
CORPORATE REPLACEMENT TAXES		$0.00
OTHER		$149.38
	TOTAL RECEIPTS	**$44,885.78**

2. Fund Balances as of September 30, 2026

11-2900	Library Fund (Cash & Investment)	$1,881,342.04
20-2900	Building Maintenance Fund	-$63,758.73
40-2900	IMRF Fund	$19,824.89
50-2900	Insurance Fund	$11,479.29
52-2900	Unemployment Fund	$25,042.83
54-2900	Workers Comp Fund	$5,716.28
60-2900	Audit Fund	-$7,240.64
70-2900	Building Reserve Fund	$2,678,247.53
	TOTAL FUND BALANCES	**$4,550,653.49**