

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
August 22, 2017

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Board Room, Library Main Floor, at 7:10 p.m. on August 22, 2017.

Present: Ms. Julie Liesse, President; Ms. Susan Blumberg-Kason, Vice President; Ms. Amy Glynn, Treasurer; Ms. Laura Tortorello, Secretary, Ms. Mary Bock, Trustee, Ms. Kristin McDaniel, Trustee

Absent: Ms. Margaret Berg, Trustee

Also Present: Ms. Karen Kleckner Keefe, Executive Director; Ms. Lisa Knasiak, Patron Services Manager and Assistant Director; Mr. Ridgeway Burns, Youth and Young Adult Services Manager; Ms. Cynthia Dieden, Adult Services Manager; Mr. Jeff Lewandowski, IT Manager; Ms. Ellen Smith, Materials Management Manager

ON A MOTION BY AMY GLYNN AND SECONDED BY KRISTIN MCDANIEL, THE CONSENT AGENDA WAS APPROVED.

CITIZEN'S COMMENTS

None

STAFF ANNUAL REPORT

Members of the Management Team provided an overview of their departments to accompany their written reports and answered questions from the Board.

Executive Director's Report

In addition to her written report, Director Keefe complimented the staff on the excellent job they did in handling the unexpected crowds for the eclipse viewing party.

President's Report

President Liesse expressed her thanks to the Management Team for their hard work and encouraged her fellow Trustees to attend library events. She also thanked Trustee Tortorello and Director Keefe for working with the Foundation on the Freedom Sings program, which earned the Library the 2017 Illinois Library Association Intellectual Freedom Award, and congratulated them on the completion of the outdoor sign.

Committee Reports

A. Facilities

The Facilities Committee met earlier in the evening to discuss the proposal from Tiffany Nash. Information will be presented under New Business.

B. Finance & Personnel

None

C. Library Policies

The Policy Committee met on July 20, 2017 to review the Public Comment, Identity Protection, and Reference policies. Their recommendations will be discussed under New Business.

D. Art Committee

There was an orientation on July 31, 2017 for new co-chairs Kristin McDaniel and Susan Blumberg-Kason.

E. Foundation

None

F. Friends

The Friends will be meeting in September to discuss by-law revisions.

Unfinished Business

None.

New Business

A. Design and Budget for Tech Help Space

The Board discussed the prototype and drawings as provided by Tiffany Nash of Product Architecture + Design.

ON A MOTION BY AMY GLYNN AND SECONDED BY MARY BOCK, AND ROLL CALL VOTE, THE PROPOSAL OF PHASE 1 OF THE TECH HELP SPACE, UP TO \$35,000 WAS UNANIMOUSLY APPROVED.

B. Public Comment Policy Approval

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY AMY GLYNN, THE PUBLIC COMMENT POLICY WAS UNANIMOUSLY APPROVED.

C. Identity Protection Policy Approval

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASON, THE IDENTITY PROTECTION POLICY WAS UNANIMOUSLY APPROVED.

D. Reference Policy Approval

ON A MOTION BY MARY BOCK AND SECONDED BY KRISTIN MCDANIEL, THE REFERENCE POLICY WAS UNANIMOUSLY APPROVED.

E. Facilities Audit Proposal Approval

Director Keefe explained that a facilities audit will provide an updated timeline and cost schedule for building repairs and maintenance. She shared the Facilities Committee's recommendation that the board approve the contract with Studio GC.

ON A MOTION BY MARY BOCK AND SECONDED BY SUSAN BLUMBERG-KASON, AND A ROLL CALL VOTE, A FACILITIES AUDIT TO BE CONDUCTED BY STUDIO GC WAS APPROVED.

F. FY 18 Initiatives Approval

Director Keefe presented proposed initiatives written to help achieve the goals of the Strategic Plan.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY AMY GLYNN, THE FY18 INITIATIVES WERE UNANIMOUSLY APPROVED.

G. Per Capita Grant Requirement - IL State Library Literacy Program

Assistant Director Knasiak gave an overview of the Illinois State Library literacy programs.

CITIZEN'S COMMENTS

None.

Trustee's Comments

The Trustees discussed some of the Publicity and Correspondence included in the Board packet.

Adjournment

ON A MOTION BY LAURA TORTORELLO, AND SECONDED BY KRISTIN MCDANIEL, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:03 P.M.