

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
January 16, 2018

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Board Room, Library Main Level, at 7:03 p.m. on January 16, 2018.

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

Also Present: Karen Kleckner Keefe, Executive Director; Lisa Knasiak, Patron Services Manager and Assistant Director; Nancy Marvan, Office Manager

ON A MOTION BY MARGARET BERG AND SECONDED BY LAURA TORTORELLO, THE CONSENT AGENDA WAS APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Executive Director Keefe informed the Board that the Tech Help space renovation is just about completed. Staff will begin promoting this area. They also discussed some of the statistics included in the Board packet. Keefe informed them that the Digital Media Lab usage is incorrect. This will be corrected next month.

PRESIDENT'S REPORT

President Liesse complimented the Board members on the amount of laptops being used at the Board meeting versus paper board packets. She reminded them of the Library Legislative meeting hosted by the Illinois Library Association. This will be held on February 16, 2018.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee will be meeting January 19, 2018. A representative from Studio GC will be there to present a draft of the Facilities audit.

B. Finance & Personnel

The Finance Committee did not meet. They will be meeting in February.

C. Library Policies

The Policy Committee met January 10, 2018. This will be covered under New Business.

D. Art Committee

The Art Committee met January 12, 2018. The exhibit featuring work from After Supper Visions will be installed soon. This display will feature three of their artists. There will be a reception on February 15, 2018. The Fall exhibit will feature Margaret Carsello-Chiappetta's work from when she was teaching in China.

E. Foundation

The Foundation did not meet.

F. Friends

President Liesse reported that the Friends have two new board members. The Friends will also be paying for the talent for the After Dark event in January.

UNFINISHED BUSINESS

A. Bequest Project Updates

Executive Director Keefe provided the Board with rough estimates on five of the projects she was directed to pursue at the last meeting. The Board agreed to move forward with digitizing The Doings, a book cart/bike, and the anniversary celebration immediately. More formal quotes will be provided at the February Board meeting.

ON A MOTION BY JULIE LIESSE AND SECONDED BY KRISTIN MCDANIEL, FUNDING OF THE DIGITALIZATION OF THE DOINGS NEWSPAPER AND A BOOK CART/BIKE WITH FUNDS FROM THE MYRTLE BEQUEST WAS UNANIMOUSLY APPROVED.

NEW BUSINESS

A. Personnel Policy Anti-Harassment Update

A copy of this update was included in the Board packet. Executive Director Keefe advised the Board that the Employee Handbook and Personnel Policy has been reviewed by the Policy Committee and is currently being reviewed by Management Association of Illinois. It will come to the full Board for approval after that is completed.

ON A MOTION BY MARY BOCK AND SECONDED BY JULIE LIESSE, THE PERSONNEL POLICY ANTI-HARASSMENT UPDATE WAS UNANIMOUSLY APPROVED.

B. Anti-Harassment Policy Resolution

This resolution is a requirement of the State effective January 2018. It ensures that our Anti-Harassment Policy complies with the guidelines set forth by the State.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY JULIE LIESSE AND A ROLL CALL VOTE, THE ANTI-HARASSMENT POLICY RESOLUTION WAS UNANIMOUSLY APPROVED.

C. PCI Security Policy

This policy is required since the Library accepts credit cards. It is to assure safety and confidentiality of the information gathered. The Policy Committee reviewed and recommends approval.

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

D. Myrtle Bequest Fund Balance Resolution

Executive Director Keefe explained that the Myrtle bequest fund is now included in the Library's financials. This will ensure that the monies not spent in this fiscal year can be tracked in the next fiscal year for selected special projects.

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE MYRTLE BEQUEST FUND BALANCE RESOLUTION WAS UNANIMOUSLY APPROVED.

E. Strategy for Candle Distribution/Sales

The Board discussed various options for the sale or distribution of the custom candles gifted to the Library. Some possibilities included offering them with a Friends membership, include them in the anniversary main event or even selling them in a local business in downtown Hinsdale. No action was taken.

F. Illinois Veterans' History Project (Per Capita Requirement)

The Illinois Veterans' History Project began in 2004 and honors those from Illinois who have served their country by recording their stories. Veterans or their family members complete and submit to the Illinois State Archives Illinois Patriot Information Forms, which contain information about their service to their country. The purpose of this database is to provide an index to the names of Illinois veterans whose stories have been preserved on Illinois Patriot Information Forms and submitted to the Illinois State Archives for permanent retention.

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 MARGARET BERG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:31 P.M.

Respectfully submitted by Nancy Marvan.