

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
October 25, 2016

President Wilson called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Board Room, Library Main Floor, at 7:04 p.m. on October 25, 2016.

Present: Ms. Kathleen Wilson, President; Ms. Margaret Berg, Vice President; Mr. Naveed Bandukwala, Treasurer; Mr. Ross Sprovieri, Trustee; Ms. Julie Liesse, Trustee; Ms. Laura Tortorello, Trustee

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

Absent: Ms. Callie Revord, Secretary

ON A MOTION BY MARGARET BERG AND SECONDED BY NAVEED BANDUKWALA, THE CONSENT AGENDA WAS APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Executive Director Keefe informed the Board that our contracted custodian will be leaving the end of October. They will provide a substitute until mid-November. The position has been posted. Keefe provided them with a brief update on the ILA Conference she attended. She will include a full write up in her November report. She also updated them on the status of the website redesign, indoor and exterior signage. The Hinsdale Historical Preservation Commission will be meeting in November to review the outside sign project. The Board also discussed the statistics included in the packet. A correction to one of the dates was noted and will be corrected.

PRESIDENT'S REPORT

President Wilson suggested an aging report for the trouble tickets included in the stats.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee did not meet.

B. Finance & Personnel

The Finance & Personnel Committee met October 17, 2016. This will be covered under New Business.

C. Library Policies

The Policy Committee did not meet.

D. Art Committee

The Art Committee did not meet since the last Board meeting. Executive Director Keefe reported that they will meet in November.

E. Foundation

Trustee Tortorello reported that the Foundation has given the check to help fund the expenses for the Freedom Sings group which will be performing at the After Dark event in November.

F. Friends

The Friends did not meet. Trustee Liesse reported that they sponsored the After Dark Trivia Night and acquired many new memberships.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Tax Levy Review

Treasurer Bandukwala updated the Board on the Library's tax levy. A very preliminary budget was included in the Board packet. The Finance & Personnel Committee will meet again in November to recommend an amount to levy for. This will be voted on at the November Board meeting.

B. 2017 Library Closing Dates (Holidays)

A copy of the scheduled holiday closings was included in the October board packet. This included a closing date for a Staff Institute day to be determined. Executive Director Keefe also noted that the Library will be closed on New Year's Eve next year. The Library usually is open 4 hours on that day and next year it falls on a Sunday which is only a 6 hour day.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY MARGARET BERG, THE 2017 HOLIDAY CLOSING SCHEDULE WAS UNANIMOUSLY APPROVED.

C. 2017 Board Meeting Dates

A copy of the scheduled board meeting dates was included in the October board packet. The March meeting was rescheduled to March 21, 2017.

ON A MOTION BY JULIE LIESSE AND SECONDED BY LAURA TORTORELLO, THE 2017 BOARD MEETING SCHEDULE WAS UNANIMOUSLY APPROVED.

D. FLSA Compliance

Executive Director Keefe advised the Board of the change to the FLSA law taking effect December 1, 2016. The salary threshold for exempt employees has been raised. Some exempt staff do not meet the minimum salary requirement. They discussed various options that would keep the Library compliant with the law. Keefe suggested creating another tier in the job category to accommodate the need to reclassify staff.

E. Executive Session Minutes Semi-Annual Review

All of the executive sessions to be reviewed dealt with personnel issues.

ON A MOTION BY KATHLEEN WILSON AND SECONDED BY MARGARET BERG, THE RECOMMENDATION TO KEEP THE EXECUTIVE SESSION MINUTES CLOSED WAS UNANIMOUSLY APPROVED.

CITIZEN'S COMMENTS

None

TRUSTEE'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY ROSS SPROVIERI AND SECONDED BY LAURA TORTORELLO, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:15 P.M.

Respectfully submitted by Nancy Marvan,

Callie Revord, Secretary