

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
November 29, 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 7:03 p.m. on November 29, 2016.

Present: Ms. Kathleen Wilson, President; Ms. Margaret Berg, Vice President; Mr. Naveed Bandukwala, Treasurer; Ms. Callie Revord, Secretary; 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; Mr. Brian LeFevre, Sikich, LLP

ON A MOTION BY KATHLEEN WILSON AND SECONDED BY MARGARET BERG, THE CONSENT AGENDA WAS APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Executive Director Keefe updated the Board on the signage project. She also advised them that Communico, the new program and room booking software, will be going live in December. Keefe updated the Board on the Library's checking account being comprised. They also discussed the expansion of SWAN and what impact it could have on current members.

PRESIDENT'S REPORT

President Wilson thanked Jeff Lewandowski, I.T. Manager, for the aging report for the trouble tickets included in the stats. She also complimented staff on the After Dark: Special Edition event. Director Keefe reported that it was well-received by over a hundred attendees. The Freedom Sings performance was outstanding.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee met November 3, 2016. They reviewed and recommended approval of the capital plan. A copy of this plan including proposed projects was included in the Board packet for discussion. They also discussed the proposal from AV Tech Source for Phase 1 of the technology upgrade for the Community Meeting Room. Executive Director Keefe also updated the committee on the progress of the interior and exterior signage projects.

B. Finance & Personnel

The Finance & Personnel Committee met November 21, 2016. This will be covered under New Business.

C. Library Policies

The Policy Committee met November 15, 2016. This will be covered under New Business.

D. Art Committee

The Art Committee met November 16, 2016. Executive Director Keefe advised the Board that the artwork for the Youth Services department is still on target for a December 31st installation date. The tiles are painted and in the process of being fired. The winter exhibit in the Quiet Room is by Gary Niederpreum. A reception will be held on January 12. His work will be installed around December 1st. The next exhibit in the Quiet Room will be in the spring and will feature work by Darcy Zoells. President Wilson reported that Chairman, Johanna Delaney, discussed the need to re-evaluate the work of the Committee. Artist interest in the rotating exhibits is declining and the receptions are seeing lower attendance. Revenue from the used book sales is declining. They will focus on the permanent collection. The Committee may take a hiatus and reconvene in the fall to discuss the scope of work they would like to pursue and the committee necessary to do that work.

E. Foundation

Trustee Tortorello reported that she met with Executive Director Keefe, Patty Paul, Foundation Chair and Deb Feldman, Foundation Vice Chair to discuss the revised scope of the exterior signage project. The Foundation is planning to wind down. They are not definite about when, but it could be in 2018. They will continue discussions on projects they can fund with the balance of their monies.

F. Friends

Trustee Liesse reported that the Friends have had a change in officers. Chuck Simanek, President, will be stepping down from his role but will remain an active member. Diane Nelson will be the group's new President. They sent out the annual membership letter. They have decided not to sponsor the upcoming After Dark event. They will be meeting again next week.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Accept Annual Financial Report

Mr. Brian LeFevre explained and reviewed the Library's audit. He informed the Board of the accounting reporting changes with regard to the Illinois Municipal Retirement Fund (IMRF).

ON A MOTION BY NAVEED BANDUKWALA AND SECONDED BY JULIE LIESSE, AND A ROLL CALL VOTE, THE ANNUAL FINANCIAL REPORT WAS UNANIMOUSLY ACCEPTED.

B. Capital Plan Review

A copy of the current capital plan was updated and included in the Board packet. Executive Director Keefe advised the Board that the building maintenance plan is 10 years old. She recommends hiring a consultant to assist us in updating the plan since there have been many building changes since it was originally established. This information is pertinent for making decisions regarding our tax levy and budgeting process.

C. Tax Levy Resolution

Treasurer Bandukwala explained the tax levy process at the October Board meeting. The Finance Committee's recommendation is to levy for the same amount as last year.

ON A MOTION BY NAVEED BANDUKWALA AND SECONDED BY JULIE LIESSE AND A ROLL CALL VOTE, THE TAX LEVY RESOLUTION IN THE AMOUNT OF \$2,846,100.00 WAS UNANIMOUSLY APPROVED.

D. AV Tech Source Proposal

Executive Director Keefe reviewed the proposal from AV Tech Source for Phase I of the technology upgrade for the Community Meeting Room. The Library has been testing the proposed new equipment for approximately a month. This proposal includes a new projection system and a wireless computer presentation system. The Committee will evaluate recommendations for Phase II next year.

ON A MOTION BY CALLIE REVORD AND SECONDED BY JULIE LIESSE AND A ROLL CALL VOTE, THE AV TECH SOURCE (PHASE ONE) PROPOSAL, FOR \$5,409.00 WAS UNANIMOUSLY APPROVED.

E. Product Architecture Tech Space Proposal

Director Keefe informed the Board that the redesign for the Technology Support/Business Center is scheduled for next fiscal year. This proposal is for the design stage.

ON A MOTION BY CALLIE REVORD AND SECONDED BY KATHLEEN WILSON AND A ROLL CALL VOTE, THE PROPOSAL FROM PRODUCT ARCHITECTURE FOR \$3,000.00 WAS UNANIMOUSLY APPROVED.

F. Per Capita Grant Approval

Executive Director Keefe explained the per capita grant application process to the Board. A copy of the application was included in the Board packet.

ON A MOTION BY KATHLEEN WILSON AND SECONDED BY MARGARET BERG AND A ROLL CALL VOTE, THE PER CAPITA GRANT APPLICATION WAS UNANIMOUSLY APPROVED.

G. Reimbursement Policy

The Policy Committee recommended approval of this new policy required by the Illinois "Local Government Travel Expense Control Act" (the "Act"), 50 ILCS 105/1.

ON A MOTION BY CALLIE REVORD AND SECONDED BY JULIE LIESSE AND A ROLL CALL VOTE, THE REIMBURSEMENT POLICY WAS UNANIMOUSLY APPROVED.

H. Reimbursement Resolution

ON A MOTION BY CALLIE REVORD AND SECONDED BY JULIE LIESSE AND A ROLL CALL VOTE, THE REIMBURSEMENT RESOLUTION WAS UNANIMOUSLY APPROVED.

I. AV Security

Executive Director Keefe updated the Board on the theft of the DVD's which has been happening, on an intermittent basis, since the Fall. They discussed putting security back on the cases, as well as installing surveillance cameras. They will follow up as necessary.

CITIZEN'S COMMENTS

None

TRUSTEE'S COMMENTS

The Trustees discussed some of the statistics and publicity included in the packet.

ADJOURNMENT

ON A MOTION BY NAVEED BANDUKWALA AND SECONDED BY CALLIE REVORD, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:15 P.M.

Respectfully submitted by Nancy Marvan,

Callie Revord, Secretary