

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
March 14, 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 March 14, 2016.

**Present:** Ms. Kathleen Wilson, 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

**Absent:** Ms. Margaret Berg, Vice President

**ON A MOTION BY LAURA TORTORELLO AND SECONDED BY CALLIE REVORD, THE CONSENT AGENDA WAS APPROVED AS AMENDED.**

The minutes from the February 23, 2016 Library Board meeting were removed from the consent agenda. The second sentence under the Foundation report was corrected to read: They talked about the digital archiving of the Doings Newspaper project, the Pedal Library and external signage.

**ON A MOTION BY KATHLEEN WILSON AND SECONDED BY JULIE LIESSE, THE LIBRARY BOARD MEETING MINUTES OF FEBRUARY 23, 2016 WERE APPROVED AS AMENDED.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

In addition to her written report, Executive Director Keefe reported on the success of the staff inservice day. President Wilson, who attended part of the program, complimented Keefe on a job well done. Keefe advised the Board of the work on the website redesign RFP and the implementation of mobile circ. The Board discussed some of the statistics which were included in the board packet.

**PRESIDENT'S REPORT**

President Wilson reported that she and Executive Director Keefe met with the Village Manager to discuss signage and learn what would be allowable. They also discussed parking.

## **COMMITTEE REPORTS**

### **A. Facilities**

The Facilities Committee did not meet. The Sign Project Team will be meeting again next week with the designer, Cardosi Kiper Design Group, Inc. to review designs. The balance of the furniture for the YS renovation, except for the chairs, should arrive before April 1, 2016.

### **B. Finance & Personnel**

The Finance & Personnel Committee met March 7, 2016. This will be covered under New Business.

### **C. Library Policies**

The Policy Committee will be meeting in May or June. The Collection Development Policy and the Meeting Room Policy are next to be reviewed.

### **D. Art Committee**

The Art Committee met March 9, 2016. Artist David Csicsko attended the meeting and provided a proposal overview for the Youth Services Department. It includes a series of 18" x 18" ceramic tiles with unique icons that suggest narrative and storytelling. He also displayed an example of his mosaic work and showed the committee two renderings of trees he's recommending as 36" x 18" mosaics for the space. The Committee also discussed the rotating art exhibits.

### **E. Foundation**

Trustee Tortorello and President Wilson reported that the Foundation will be meeting April 13, 2016. They will discuss funding projects presented to them from the Library's strategic plan.

### **F. Friends**

The Friends did not meet. Trustee Liesse reported they are still seeking a corporate sponsor for the Library's April After Dark event. They will be meeting again on April 5, 2016.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A. Edge Assessment Report** (Per Capita Requirement)

This is a nationwide benchmarking tool and is a requirement of the Per Capita Grant. This report was first brought to the Board at the June 2015 meeting. The Board reviewed this report and discussed its impact on the Library. There are many initiatives included in our new strategic plan that will involve technology.

B. Interim Succession Plan

This plan was implemented 2 years ago. Its purpose is to have a plan ready in the event the Executive Director separates from the organization or is incapacitated. The Board reviewed and discussed the plan. The following sentence is to replace the first sentence in the plan under "Application for Permanent Change in Executive Director", paragraph "c".

Search Committee: Upon notification of the departure or resignation of the Executive Director, whether unexpected or announced, the President of the Board shall appoint a search committee composed of at least three trustees.

**ON A MOTION BY NAVEED BANDUKWALA AND SECONDED BY KATHLEEN WILSON, THE INTERIM SUCCESSION PLAN WAS UNANIMOUSLY APPROVED AS AMENDED.**

C. Sikich Audit Proposal

A copy of the proposal from Sikich was included in the Board Packet. The Village will be using Sikich again this year. It is a one year contract.

**ON A MOTION BY NAVEED BANDUKWALA AND SECONDED BY JULIE LIESSE, THE AUDIT PROPOSAL FROM SIKICH FOR \$5,000.00 WAS UNANIMOUSLY APPROVED.**

D. FY 15/16 Budget Proposal

Treasurer Bandukwala provided the Board with a budget summary. This included the current budget and forecast. Executive Director Keefe explained the variances from the current budget. This will be on the April agenda for Board approval.

E. Executive Session-Personnel Annual Review of Executive Director Illinois Open Meetings Act 5 ILCS 120/2 (C) (1)

**ADJOURNMENT**

**ON A MOTION BY KATHLEEN WILSON AND SECONDED BY CALLIE REVORD, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:00 P.M.**

**ON A MOTION BY KATHLEEN WILSON, AND SECONDED BY JULIE LIESSE, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 8:01 P.M.**

**ON A MOTION BY KATHLEEN WILSON, AND SECONDED BY JULIE LIESSE, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE EXECUTIVE SESSION AT 8:55 P.M.**

**ON A MOTION BY CALLIE REVORD, AND SECONDED BY LAURA TORTORELLO, THE REGULAR SESSION OF THE MARCH MEETING OF THE BOARD OF TRUSTEES WAS RECONVENED AT 8:56 P.M.**

**ON A MOTION BY LAURA TORTORELLO, AND SECONDED BY JULIE LIESSE, THE BOARD VOTED TO APPROVE THE COMPENSATION RECOMMENDATION FOR THE EXECUTIVE DIRECTOR, AS DISCUSSED IN THE EXECUTIVE SESSION OF THIS SAME MEETING.**

**A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: NAVEED BANDUKWALA – YES, KATHLEEN WILSON – YES, ROSS SPROVIERI – YES, CALLIE REVORD – YES, LAURA TORTORELLO – YES, JULIE LIESSE – YES.**

**CITIZEN'S COMMENTS**

None

**TRUSTEE'S COMMENTS**

None

**ON A MOTION BY KATHLEEN WILSON, AND SECONDED BY JULIE LIESSE, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:59 P.M.**

Respectfully submitted by Nancy Marvan,

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Callie Revord, Secretary