

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
June 28, 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 7:05 p.m. on June 28, 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; Ms. Ellen Smith, Materials Management Manager; Ms. Cynthia Dieden, Adult Services Manager; Ms. Molly Castor, Marketing & Outreach Manager; Mr. Jeff Lewandowski, IT Manager; Mr. Ridgeway Burns, Youth & Young Adult Services Manager

Keefe informed the Board that the treasurer's report may not be current due to personnel shortage at the Village. What is not accounted for in this report will be accounted for in the next one.

**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 presented her year-end report to the Board. They also discussed the statistics included in the packet. Keefe advised them that *The Hinsdalean* will be celebrating their 10 year anniversary this year and would like to partner with the Library on a community celebration. Trustee Tortorello and Executive Director Keefe met with Lisa Staszak from Parvin-Clauss Signs and discussed options and pricing for a freestanding monument sign on the corner of Washington and Maple. A sample design and pricing was included in the packet. Tortorello will present this information to the Foundation.

**PRESIDENT'S REPORT**

President Wilson thanked the Management Team for attending the meeting as well as their hard work on behalf of the Library.

**COMMITTEE REPORTS**

**A. Facilities**

The Facilities Committee did not meet. The Signage Project Team met in May. The bid process is being worked on. Once the documents for the bid are prepared, they will be reviewed by our lawyer and then published in July. The bids will be reviewed and the Board will be presented with a contract for approval in the August Board packet.

**B. Finance & Personnel**

This will be covered under New Business.

**C. Library Policies**

This will be covered under New Business.

**D. Art Committee**

The Art Committee met on June 6, 2016. Csicsko reviewed his proposal, which includes a tile wall project for \$19,620 and a mosaic project for \$4,950. They discussed placement of the mosaic pieces. They also discussed some revisions to the mosaic designs. The committee agreed to hold a special meeting on Thursday, June 9, 2016, to review the revised mosaic drawings. The Committee also discussed future rotating art exhibits and collection development.

**E. Foundation**

This was covered under Director's Report.

**F. Friends**

The Friends did not meet. They will be sponsoring the July 24, 2016 After Dark event.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Department End of Year Reports**

In addition to written reports provided in the Board packet, members of the Management Team attended the Board Meeting to provide an overview of their departments and to answer questions.

**B. Funds Transfer Resolution**

Treasurer Bandukwala reviewed the Library fund balances and transfers with the Board. The Finance Committee met June 21, 2016 and initially recommended transferring \$550,000 to the Capital Reserve Fund. After receiving an updated treasurer's report from the Village, the Committee recommends that the Library transfer \$475,000 to the Capital Reserve Fund. This would be in line with keeping our operating reserves at 45% of the operating budget.

**ON A MOTION BY NAVEED BANDUKWALA AND SECONDED BY JULIE LIESSE AND A ROLL CALL VOTE, THE FUNDS TRANSFER RESOLUTION FOR \$475,000 WAS UNANIMOUSLY APPROVED.**

**C. Communico Contract & Memo**

Director Keefe provided an overview of Communico software. This would be used for room and program reservations. It would also integrate with the new web design.

**ON A MOTION BY KATHLEEN WILSON AND SECONDED BY MARGARET BERG, THE COMMUNICO CONTRACT FOR \$7,500.00 WAS UNANIMOUSLY APPROVED.**

**D. Web Design Contract**

Jeff Lewandowski and Molly Castor gave an overview of the vendor selection process. The Board was provided with the costs of the 3 finalists. Clique presented the best strategies for content optimization, mobile design, usability testing and project communication.

**ON A MOTION BY ROSS SPROVIERI AND SECONDED BY JULIE LIESSE AND A ROLL CALL VOTE, THE WEB DESIGN CONTRACT FROM CLIQUE STUDIOS, LLC, FOR A NOT TO EXCEED AMOUNT OF \$33,000.00, WAS UNANIMOUSLY APPROVED.**

E. Art Commission Contract

Tabled. Director Keefe is working with the artist on some contract corrections.

F. Room Use Policy

Red-lined and final copies of the policy were included in the Board packet. Trustee Berg reviewed the changes to the policy with the Board. The Large Meeting Room will now be called Community Meeting Room.

**ON A MOTION BY CALLIE REVORD AND SECONDED BY JULIE LIESSE, THE ROOM USE POLICY WAS UNANIMOUSLY APPROVED.**

G. Collection Development Policy

Director Keefe reviewed this policy with the Board.

**ON A MOTION BY JULIE LIESSE AND SECONDED BY NAVEED BANDUKWALA, THE COLLECTION DEVELOPMENT POLICY WAS UNANIMOUSLY APPROVED.**

H. Purchasing and Authority to Spend

Red-lined and final copies of the policy were included in the Board packet. Treasurer Bandukwala reviewed the changes to the policy with the Board.

**ON A MOTION BY NAVEED BANDUKWALA AND SECONDED BY JULIE LIESSE, THE PURCHASING AND AUTHORITY TO SPEND POLICY WAS UNANIMOUSLY APPROVED.**

I. IPLAR Approval

A copy of the Illinois Public Library Annual Report was included in the packet. This report for the State is a necessary requirement to qualify for the Per Capita Grant. Director Keefe explained how this report is put together each year using our statistics. The report will be corrected to remove home or cell phone numbers of the Library Trustees.

**ON A MOTION BY KATHLEEN WILSON AND SECONDED BY MARGARET BERG, THE IPLAR REPORT WAS UNANIMOUSLY APPROVED AS AMENDED.**

**CITIZEN'S COMMENTS**

None

**TRUSTEE'S COMMENTS**

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

**ADJOURNMENT**

**ON A MOTION BY LAURA TORTORELLO 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,

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Callie Revord, Secretary