

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
September 27, 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 September 27, 2016.

Present: Ms. Kathleen Wilson, President; Ms. Margaret Berg, Vice President; 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: Mr. Naveed Bandukwala, Treasurer

The Treasurer's Report was removed from the consent agenda.

ON A MOTION BY KATHLEEN WILSON AND SECONDED BY LAURA TORTORELLO, THE CONSENT AGENDA WAS APPROVED AS AMENDED.

Keefe informed the Board that the treasurer's report prepared by the Village is still not current. The report in the September packet included a completed June report and an incomplete August report. The Board removed the incomplete August report before approving the consent agenda. By the October Board meeting, the Village should be current with our financial reporting.

ON A MOTION BY CALLIE REVORD AND SECONDED BY MARGARET BERG, THE TREASURER'S REPORT FOR JUNE 2016, WAS APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Executive Director Keefe updated the Board on the progress of our new website design and interior signage project. She advised them on the outdoor sign being funded by the Foundation. The Hinsdale Historical Preservation Commission will be meeting in October to review the project. They also discussed the statistics included in the packet. Keefe advised them that she has met with the Hinsdale Caucus to discuss candidates for the open Board positions in May.

PRESIDENT'S REPORT

President Wilson acknowledged the Staff and the use of Gimlet for tracking patron comments. Executive Director Keefe updated the Board on the podcast plans. Cynthia Dieden, Adult Services Manager, has been bringing herself up to speed on the use of the digital lab. President Wilson also commented on the marketing of Rosetta Stone and Lynda.com. She suggested focusing some of this marketing directly at our younger patrons.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee met September 20, 2016. They reviewed and discussed proposals for some building projects. This will be covered under New Business.

B. Finance & Personnel

The Finance & Personnel Committee has not met since the last Board meeting. They will be scheduling a meeting in October to review the levy process. Executive Director Keefe informed them that the Village of Hinsdale has received an extension to complete the audit. The Library was included in this extension and the due date is now December 26, 2016.

C. Library Policies

The Policy Committee did not meet. They will meet in October to work on a reimbursement policy.

D. Art Committee

The Art Committee did not meet since the last Board meeting. Executive Director Keefe updated them on the commissioned pieces for the Youth Services department.

E. Foundation

Trustee Tortorello reported that the Foundation has agreed to fund the outdoor signage project up to \$20,000.00. The group has agreed to use the \$2,500.00 grant money they received 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. They will be sponsoring the After Dark Trivia Night in October. They will also be looking for new Board Members.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Trustee Discussion Requirement for Per Capita Grant

As a requirement for the per capita grant, the Board discussed the library's ability to meet the needs of the community as a provider of educational programs and training opportunities. They also discussed the library's ability to integrate new technologies and identified activities that foster increased resource sharing.

B. Paint Proposal

A copy of the proposal from Kwak Brothers to paint the interior stairway was included in the Board packet.

ON A MOTION BY JULIE LIESSE AND SECONDED BY CALLIE REVORD, THE PROPOSAL FROM KWAK BROTHERS IN THE AMOUNT OF \$3,300.00 TO PAINT THE INTERIOR STAIRWAY, WAS UNANIMOUSLY APPROVED.

C. Carpet Proposal

A copy of the proposal to replace the stairway carpeting and rubber nosing was included in the Board Packet.

ON A MOTION BY JULIE LIESSE AND SECONDED BY CALLIE REVORD, THE PROPOSAL FROM DESITTER FLOORING IN THE AMOUNT OF \$7,183.65 TO REPLACE THE STAIRWAY CARPETING AND RUBBER NOSING, WAS UNANIMOUSLY APPROVED.

D. Elevator Cab Proposal

A copy of the proposal to refinish the elevator cab was included in the Board packet.

ON A MOTION BY JULIE LIESSE AND SECONDED BY CALLIE REVORD, THE PROPOSAL FROM IMPERIAL INTERIORS IN THE AMOUNT OF \$5,975.00 TO REFINISH THE ELEVATOR CAB, WAS UNANIMOUSLY APPROVED.

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 CALLIE REVORD AND SECONDED BY LAURA TORTORELLO, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 7:58 P.M.

Respectfully submitted by Nancy Marvan,

Callie Revord, Secretary