

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
February 27, 2018

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Board Room, Library Main Level, at 7:07 p.m. on February 27, 2018.

Present: Julie Liesse, President; Susan Blumberg-Kason, Vice-President; Amy Glynn, Treasurer; Laura Tortorello, Secretary; Mary Bock, Trustee;

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

Absent: Margaret Berg, Trustee; Kristin McDaniel, Trustee

ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY LAURA TORTORELLO, THE CONSENT AGENDA WAS APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Executive Director Keefe confirmed with the Board that Adult Services Manager, Cynthia Dieden, will not be leaving her position. She advised them that Youth Services Manager, Ridgeway Burns, will be on leave for a while as his family has welcomed a new baby girl. Keefe informed them that the Anniversary Celebration Kick-Off will take place at the April After-Dark event. Cristina Henriquez will be the guest speaker. They also discussed some of the statistics included in the Board packet. Keefe informed them that the Digital Media Lab usage stats have been corrected.

PRESIDENT'S REPORT

President Liesse thanked the Board members who attended the Library Legislative meeting. She also complimented the Art Committee on the art exhibit in the Quiet Room and remarked that the Art Reception was meaningful and well-attended. Liesse reminded the Trustees that attendance at the next two Board meetings is very important. In March, the Executive Director evaluation will take place. They will also get a look at a draft of the FY18/19 budget. The budget will be on the April agenda for Board approval. In April, Rick McCarthy with Studio GC, Inc., will meet with the Board at 6:30 to review the Facilities Audit.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee met January 19, 2018 and February 1, 2018. They met with a representative from Studio GC who reviewed the Facilities Audit with the Committee. Trustee Tortorello also informed the Board of an emergency HVAC repair that had to be done. More information from these meetings will be covered under New Business.

B. Finance & Personnel

The Finance Committee met February 13, 2018. They reviewed a draft copy of the FY18/19 budget. They also discussed the Executive Director review process. Treasurer Glynn will be sending out surveys to the Board members as well as Keefe's direct reports. They will meet again March 13, 2018 to review the feedback and decide on a compensation recommendation to bring to the Board in March.

C. Library Policies

The Policy Committee did not meet. Executive Director Keefe informed the Board that the Personnel Policy handbook has been reviewed by Management Association of Illinois. There were only a couple of minor changes. MAI will be meeting with her in early April to review and then the fully-revised policy will come to the Board for approval.

D. Art Committee

The Art Committee met February 21, 2018. The exhibit featuring work from After Supper Visions has been installed and there was a reception on February 15, 2018. Margaret Carsello-Chiappetta's work from when she was teaching in China will be installed in May.

E. Foundation

The Foundation did not meet.

F. Friends

President Liesse reported that the Friends met February 20, 2018. The group continues to enthusiastically support the talent for the After Dark events.

UNFINISHED BUSINESS

A. Bequest Project Updates

1. Agreement for Digitization

Tabled. We are waiting for written copyright approval.

2. Agreement for Book Bike/Cart

A copy of the agreement was included in the Board packet. This is an expense being paid for from the Myrtle Bequest Fund.

ON A MOTION BY LAURA TOTORELLO AND SECONDED BY AMY GLYNN, THE PROPOSAL FROM LEGACY FRAMEWORKS FOR A LIBRARY BIKE TRAILER/CART FOR UP TO \$9000.00 (INCLUDING THE BRANDING) WAS UNANIMOUSLY APPROVED.

NEW BUSINESS

A. Approve Trustee Expenses

A copy of the expenses for the Trustees to attend ILA's Library Legislation Luncheon was included in the packet.

ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY AMY GLYNN AND A ROLL CALL VOTE, THE \$240.00 EXPENSE FOR THE TRUSTEES TO ATTEND THE LIBRARY LEGISLATION LUNCHEON WAS UNANIMOUSLY APPROVED.

B. Process for Annual Review of Executive Director

Treasurer Glynn recapped the process. She will be compiling the results from the Board as well as the Management Team. The Finance Committee will review these and discuss before the next Board meeting. They will bring a compensation recommendation to the full Board at the March meeting.

C. Update on Facilities Audit

Director Keefe reported that Studio GC will attend the April Board meeting to review the facilities audit with the full Board. She confirmed that there are no imminent items that need to be addressed. This information will be used in planning the FY18/19 operating and capital budgets.

D. Candle Incentive for Friends Anniversary Membership

Executive Director Keefe informed the Board that the Friends will have a special Anniversary membership drive. To tie-in with the Library's 125th Anniversary, the Friends will offer a \$50 membership which will include one of the candles specially developed for the Library. We will provide the Friends will approximately 125 candles.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY SUSAN BLUMBERG-KASON, THE CANDLE INCENTIVE FOR THE FRIENDS ANNIVERSARY MEMBERSHIP WAS UNANIMOUSLY APPROVED.

E. Agreement for Analytics on Demand

A copy of the proposed subscription was included in the Board packet.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY MARY BOCK, THE PROPOSAL FROM GALE CENGAGE NOT TO EXCEED \$8,000.00 WAS UNANIMOUSLY APPROVED.

F. Close Library for Staff In-Service Day, March 16, 2018

Director Keefe reminded the Board that this date was not confirmed in October when all the other "Library Closed" dates were approved. She also invited the Trustees to attend.

ON A MOTION BY MARY BOCK AND SECONDED BY LAURA TOTORELLO, THE LIBRARY WILL CLOSE ON MARCH 16, 2018 FOR STAFF IN-SERVICE DAY.

G. Painting Proposal

A copy of the proposal from Kwak Brothers was included in the Board packet. This proposal is to paint all the interior walls on the second floor.

ON A MOTION BY AMY GLYNN AND SECONDED BY MARY BOCK, THE PROPOSAL FROM KWAK BROTHERS PAINTING, INC. FOR \$10,000.00 WAS UNANIMOUSLY APPROVED.

H. Per Capita "Public Services: Reference & RA"

This is a requirement to be eligible for the Per Capita Grant. Chapter 8, Public Services: Reference and Reader's Advisory Services, was reviewed and discussed by the Board.

CITIZEN'S COMMENTS

None

TRUSTEE'S COMMENTS

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

ADJOURNMENT

ON A MOTION BY AMY GLYNN AND SECONDED BY LAURA TORTORELLO, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:35 P.M.

Respectfully submitted by Nancy Marvan.