

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
May 22, 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 7:01 p.m. on May 22, 2018.

Present: Julie Liesse, President; Susan Blumberg-Kason, Vice-President; Amy Glynn, Treasurer; Mary Bock, Trustee; Kristin McDaniel, Trustee

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

Absent: Laura Tortorello, Secretary; Margaret Berg, Trustee

The Treasurer's Report was not provided by the Village so could not be included in the Consent Agenda.

ON A MOTION BY MARY BOCK AND SECONDED BY AMY GLYNN, THE CONSENT AGENDA WAS APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Executive Director Keefe reported on the progress of Gale Analytics. Collection analysis should be coming soon. She also brought an example of the Teen Book Box. This is a very popular item. Adult Services will be providing these for adults. They also discussed some of the statistics included in the Board packet.

PRESIDENT'S REPORT

President Liesse reminded the Board that the Management Team will be attending the June 26, 2018 Board Meeting to give their annual reports. She mentioned that she has seen the 125th Anniversary banners up around town. Liesse appointed Mary Bock, Secretary Pro Tempore in Secretary Tortorello's absence.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee met May 21, 2018. This will be covered under New Business.

B. Finance & Personnel

The Finance Committee did not meet. They will be meeting next week to discuss the Capital Fund transfer.

C. Library Policies

None.

D. Art Committee

The Art Committee will be meeting tomorrow. The Terracom Letter of Agreement will be covered under New Business.

E. Foundation

Trustee Tortorello has reached out to Patty Paul regarding the landscaping work around the outdoor sign.

F. Friends

President Liesse reported that the Friends are meeting this evening. They will be sponsoring the entertainment at the July After Dark event.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Strategic Plan Update

President Liesse gave the Board an overview on the strategic planning process. There are four current Board members who have not been through this process with the Library. After a brief discussion it was decided to schedule a Special Board Meeting and provide an in-depth view into the last few plans.

B. Advantage Digitization Agreement

A copy of the quotation from Advantage Digitization was included in the Board packet. We will be using part of the Myrtle bequest for this project. Access to the digitized copies of the *Doings Newspaper* will only be available to patrons in the Library. The project should be completed this summer.

ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY KRISTIN MCDANIEL AND A ROLL CALL VOTE, THE ADVANTAGE PRESERVATION DIGITIZATION AGREEMENT FOR \$51,915.00 WAS UNANIMOUSLY APPROVED.

C. FY 18/19 Appropriation Budget Approval

Director Keefe reviewed the Appropriation Resolution with the Board. This is done every year and gives the Library authority to spend the money levied for. The amount includes our working budget and approximately a 10% contingency. Our appropriation is included with the Village of Hinsdale and governs the current fiscal year.

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE APPROPRIATION RESOLUTION WAS UNANIMOUSLY APPROVED.

D. Proposal for Wi-Fi Improvements

Bob Bell, IT Manager obtained quotes for a plan that would improve the Library's wireless internet service. We will be using part of the Myrtle bequest for this project. He presented this to the Facilities Committee yesterday and the following were recommended by the Committee.

ON A MOTION BY JULIE LIESSE AND SECONDED BY KRISTIN MCDANIEL AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL WITH TERRANCE ELECTRICAL AND TECHNOLOGY FOR \$11,478.

ON A MOTION BY JULIE LIESSE AND SECONDED BY MARY BOCK AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL WITH MRW TECH FOR \$3,500.00.

ON A MOTION BY JULIE LIESSE AND SECONDED BY AMY GLYNN AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED THE SPENDING OF UP TO \$30,000 FOR THE EQUIPMENT, HARDWARE AND SERVICES NEEDED TO COMPLETE THE PROJECT.

E. Terracom Letter of Agreement

Vice-President Blumberg-Kason explained the project to the Board as well as providing a copy of the agreement. Any funds raised above Terracom's fee will be split between Terracom and the Library.

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE BOARD AGREED TO APPROVE THE AGREEMENT FROM TERRACOM. TRUSTEE MCDANIEL VOTED NAY.

F. Non-Resident Card Program Resolution

Director Keefe explained the different methods available to charge non-residents for a library card. She recommends continuing to use the flat fee method. The cost for a household would be \$535 per year.

ON A MOTION BY JULE LIESSE AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE NON-RESIDENT CARD PROGRAM RESOLUTION WAS UNANIMOUSLY APPROVED.

G. Prevailing Wage Resolution

Section 820 ILCS 130/0.01 et seq requires public bodies to annually adopt a prevailing wage ordinance or resolution. This resolution ensures that public entities pay prevailing wage for public work.

ON A MOTION BY JULIE LIESSE AND SECONDED BY AMY GLYNN AND A ROLL CALL VOTE, THE PREVAILING WAGE RESOLUTION WAS APPROVED.

H. Online Education Focusing on Patrons with Challenges (Per Capita Requirement)

The Board was provided online access to some webinars and videos dealing with serving patrons with challenges or disabilities.

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 KRISTIN MCDANIEL, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDSALE PUBLIC LIBRARY AT 8:52 P.M.

Respectfully submitted by Nancy Marvan.