

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
June 26, 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 7:05 p.m. on June 26, 2018.

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

**Also Present:** Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager; Molly Castor, Marketing and Outreach Manager; Bob Bell, I.T. Manager; Cynthia Dieden, Adult Services Manager; Ridgeway Burns, Youth Services Manager; Ellen Smith, Materials Management Manager; Ken Knutson, Associate Editor, *The Hinsdalean*

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

**CITIZENS' COMMENTS**

Ken Knutson introduced himself and expressed his interest in the strategic planning process.

**EXECUTIVE DIRECTOR'S REPORT**

In addition to her written report, Executive Director Keefe reported on the progress of some of the ongoing projects funded by the Myrtle Bequest. They also discussed some of the statistics included in the Board packet.

**PRESIDENT'S REPORT**

President Liesse thanked the Management Team for attending the meeting and providing excellent service to the Library.

**COMMITTEE REPORTS**

**A. Facilities**

None.

**B. Finance & Personnel**

Covered under new business.

**C. Library Policies**

Covered under new business.

**D. Art Committee**

The Art Committee will be meeting August 20, 2018.

**E. Foundation**

Trustee Tortorello reported the Foundation co-sponsored the cost of the books for the 4<sup>th</sup> of July parade. They may consider funding the landscaping work around the outdoor sign.

**F. Friends**

The Friends will be sponsoring the entertainment at the July After Dark event. They will be meeting on July 10, 2018.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

A. End of Year Department Reports

In addition to their written reports, members of the Management Team provided an overview of their departments. The Board expressed appreciation and gratitude for their efforts.

B. Capital Transfer

Treasurer Glynn reviewed the Library fund balances, budget, and the Finance Committee's recommendation for end of year transfer. The money is transferred from the operating reserve to the capital reserve.

**ON A MOTION BY AMY GLYNN AND SECONDED BY KRISTIN MCDANIEL AND A ROLL CALL VOTE, THE FUNDS TRANSFER RESOLUTION FOR \$400,000 WAS UNANIMOUSLY APPROVED.**

C. Office Assistant Approval

Director Keefe advised the Board that this new position would be an asset to the administrative department. We have brought in volunteers and other staff to assist at various times. Having a permanent employee in this position would eliminate a lot of training time as well as guarantee that the much needed assistance would be available. This will be a part-time position offering between 10-12 hours per week.

**ON A MOTION BY AMY GLYNN AND SECONDED BY LAURA TORTORELLO, THE OFFICE ASSISTANT POSITION WAS UNANIMOUSLY APPROVED.**

D. Addition to Advantage Contract

Tabled. Waiting for contract.

E. Strategic Plan Workshop Proposal

The Board met earlier this month to discuss the path the Library should take for the strategic planning process. They reviewed past plans and have decided to start with a facilitated workshop by Kathleen Wilson. This will help determine how much revision to the current plan and its metrics are needed.

**ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY MARGARET BERG AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE PROPOSAL FROM KATHLEEN WILSON FOR \$2,500.00.**

F. Succession Plan Approval

Red-lined and final copies of the Succession Plan were included in the packet. This plan provides information and direction in the absence of the Executive Director.

**ON A MOTION BY MARY BOCK AND SECONDED BY SUSAN BLUMBERG-KASON, THE SUCCESSION PLAN WAS UNANIMOUSLY APPROVED.**

G. IPLAR Approval

A copy of the Illinois Public Library Annual Report was included in the packet. This report for the State is required to qualify for the Per Capita Grant. Executive Director Keefe explained how this report is put together each year using our statistics.

**ON A MOTION BY AMY GLYNN AND SECONDED BY LAURA TORTORELLO, THE IPLAR REPORT WAS UNANIMOUSLY APPROVED.**

H. Policies: Programming, Room Use, Gifts to the Library

Red-lined and final copies of all policies were included in the packet.

**ON A MOTION BY LAURA TORTORELLO AND SECONDED BY MARY BOCK, THE PROGRAMMING POLICY WAS UNANIMOUSLY APPROVED.**

**ON A MOTION BY MARY BOCK AND SECONDED BY LAURA TORTORELLO, THE ROOM USE POLICY WAS UNANIMOUSLY APPROVED.**

**ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY MARY BOCK, THE GIFTS TO THE LIBRARY POLICY WAS UNANIMOUSLY APPROVED.**

**CITIZEN'S COMMENTS**

Ken Knutson and the Board discussed the strategic planning process.

**TRUSTEE'S COMMENTS**

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

**ADJOURNMENT**

**ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY MARGARET BERG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:46 P.M.**

Respectfully submitted by Nancy Marvan.