

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
November 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 7:00 p.m. on November 27, 2018.

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

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

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

CITIZENS' COMMENTS

Liesse welcomed Zeng and Bloomfield. They are candidates interested in running for the trustee positions that will be available in May 2019.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe reported that the digitization project is complete. Staff is becoming familiar with the software and working with it. The Library will be marketing this to patrons so they are aware that we now have this available for them. She also reported on the progress of the keyless entry project. Keefe advised them that she will be attending the *Library Journal's* Directors Summit in California next month.

PRESIDENT'S REPORT

Liesse reported that the informational meeting for residents interested in running for any of the open board positions was well attended. She and Karen reviewed the report from the strategic planning meeting and it will be discussed under New Business.

A. Facilities

Covered under New Business.

B. Finance & Personnel

Covered under Unfinished Business.

C. Library Policies

Covered under New Business.

D. Art Committee

McDaniel informed the Board that Hinsdale Middle School PTO is planning to have the Windhover sculpture restored. This piece is by Robert Murray and was acquired by the school in 1976. After the restoration is complete, it will be moved to a different location on the school property. The Art Committee may coordinate an exhibit to acknowledge the project.

E. Foundation

Tortorello reported that the Foundation did not meet. They will be meeting after the New Year.

F. Friends

The Friends did not meet. The group sponsored the After Dark Trivia Night and registered ten new members. They will be meeting December 12, 2018 and will be sponsoring the January After Dark event. Their end-of-year appeal letter will be going out soon.

UNFINISHED BUSINESS

A. Tax Levy Resolution

Glynn and Keefe reviewed the resolution with the full Board at the September and October meetings. It is the Board's responsibility to see that the Library requests a levy amount needed to sufficiently run the Library. The Finance Committee's recommendation is to levy for \$3,048,000.00.

ON A MOTION BY AMY GLYNN AND SECONDED BY KRISTIN MCDANIEL AND A ROLL CALL VOTE, THE TAX LEVY RESOLUTION IN THE AMOUNT OF \$3,048,000.00 FOR FISCAL YEAR 19/20 WAS UNANIMOUSLY APPROVED.

NEW BUSINESS

A. Strategic Plan Update

A copy of the proposed Strategic Plan update was included in the Board packet. The Board reviewed the initiatives and goals. Some minor changes were agreed upon. Keefe will send out a revised copy this week. She will also work with the management team to define specific goals and will bring this to the Board at the February meeting.

ON A MOTION BY MARGARET BERG AND SECONDED BY LAURA TORTORELLO, THE STRATEGIC PLAN UPDATE WAS UNANIMOUSLY APPROVED AS AMENDED.

B. Prohibited Gifts Policy

Red-lined and final copies of the policy were included in the Board packet. This policy is required by the State and there were no changes to content.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY AMY GLYNN, THE PROHIBITED GIFTS POLICY WAS UNANIMOUSLY APPROVED.

C. Confidentiality of Records Policy

Red-lined and final copies of the policy were included in the Board packet. This policy was not modified.

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASON, THE CONFIDENTIALITY OF RECORDS POLICY WAS UNANIMOUSLY APPROVED.

D. Collection Development Policy

Red-lined and final copies of the policy were included in the Board packet. Reviewing this policy along with the Village's demographics helps maintain a collection that is pertinent to the community.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY SUSAN BLUMBERG-KASON, THE COLLECTION DEVELOPMENT POLICY WAS UNANIMOUSLY APPROVED.

E. 3D Printing Policy

This is a new policy. It will empower the staff to manage patron projects consistently.

ON A MOTION BY MARY BOCK AND SECONDED BY SUSAN BLUMBERG-KASON, THE 3D PRINTING POLICY WAS UNANIMOUSLY APPROVED.

F. Cleve Carney Print Acquisition

Blumberg-Kason informed the Board of the Cleve Carney Portfolio display at the College of DuPage. This collection includes the work of five artists who are all in the Chicagoland area and includes twenty limited edition prints. The committee members went at their own convenience to view the collection. This will be discussed further at their January meeting.

G. Per Capita Grant Approval

Knasiak explained the per capita grant application process to the Board. A copy of the application was included in the Board packet.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY AMY GLYNN, THE PER CAPITA GRANT APPLICATION WAS UNANIMOUSLY APPROVED.

H. Lighting Proposal

A copy of the proposal from Terrance Electric for approximately \$6,750.00 was given to the Board. This proposal is for lighting in the upper stairwell to replace the older fixtures. A 68" unit would be hung on the shorter wall and a 96" unit would be installed on the larger wall. After the lighting is installed the area will be repaired and repainted. This is where the artwork from the Zhou Brothers will be hung. The lighting and the art installations will be coordinated to minimize any disruption to staff and patrons. The Facilities Committee met to review the proposal and is recommending approving this contract up to \$8,000.00 to include contingencies.

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY AMY GLYNN AND A ROLL CALL VOTE, THE PROPOSAL FROM TERRANCE ELECTRIC TO REPLACE THE LIGHTING ON THE UPPER STAIRWELL FOR AN AMOUNT NOT TO EXCEED \$8,000.00 WAS UNANIMOUSLY APPROVED.

CITIZEN'S COMMENTS

Ling Zeng and John Bloomfield both expressed their appreciation for the Library and are both looking forward to serving as Trustees.

TRUSTEE'S COMMENTS

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

ADJOURNMENT

ON A MOTION BY LAURA TORTORELLO AND SECONDED BY MARGARET BERG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:37 P.M.

Respectfully submitted by Nancy Marvan.