

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
August 20, 2019

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Board Room, Main Level, at 7:02 p.m. on August 20, 2019.

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

Also Present: Karen Kleckner Keefe, Executive Director; Lisa Knasiak, Patron Services Manager and Assistant Director; Nancy Marvan, Office Manager; Bob Bell, I.T. Manager; Cynthia Dieden, Adult Services Manager; Ridgeway Burns, Youth Services Manager; Ellen Smith, Materials Management Manager; Kim Neumann, Administrative Assistant

CITIZENS' COMMENTS

The Board welcomed the staff in attendance to the meeting.

In addition to their written reports provided in the board packet, members of the management team provided an overview of their department's accomplishments over the last fiscal year. The Board expressed appreciation and gratitude for their efforts.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY KRISTIN MCDANIEL, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe informed the Board of the progress in getting a more detailed budget for a possible family bathroom on the lower level. They discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

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

COMMITTEE REPORTS

A. Facilities

Covered under New Business.

B. Finance & Personnel

None.

C. Library Policies

Covered under New Business.

D. Art Advisory Commission

None. The Art Commission will be meeting September 12, 2019.

E. Friends

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Fiscal Year Resolution

This resolution was drafted by the Library's attorney. The Village will be changing the fiscal year to coincide with the calendar year. This will start January 1, 2020.

ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY MARY BOCK AND A ROLL CALL VOTE, THE RESOLUTION TO CHANGE THE FISCAL YEAR TO THE CALENDAR YEAR BEGINNING JANUARY 1, 2020 WAS UNANIMOUSLY APPROVED.

B. Twin Supplies Lighting Proposal

A proposal from Twin Supplies, LDT was provided in the board packet. This will be the start of eliminating fluorescent fixtures in the Library. They will be replaced with more energy-saving and cost-effective lighting. They will begin with the lower level.

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE PROPOSAL FROM TWIN SUPPLIES, LDT. FOR \$6,603.03 WAS UNANIMOUSLY APPROVED.

C. Skylight Bid Acceptance

Tabled. The Facilities Committee and Studio G3 will meet to discuss this project next month. The bids received were quite a bit higher than the Facilities Audit suggested. This project will likely be put off until spring.

D. Youth Services Desk Proposal

Proposals from Library Furniture International and Interior Investments were included in the board packet. The desk was configured a little smaller than originally planned. Using Corian or a laminate was discussed. The Board agreed to approve the contract using the Corian finish.

ON A MOTION BY AMY GLYNN AND SECONDED BY JOHN BLOOMFIELD AND A ROLL CALL VOTE, THE PROPOSAL FROM LIBRARY FURNITURE INTERNATIONAL TO PROVIDE THE YOUTH SERVICES PUBLIC DESK FOR UP TO \$18,500 .00 WAS UNANIMOUSLY APPROVED.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE PROPOSAL FROM INTERIOR INVESTMENTS TO PROVIDE TWO CHAIRS FOR THE YOUTH SERVICES PUBLIC DESK FOR UP TO \$1,100 .00 WAS UNANIMOUSLY APPROVED.

E. Identity Protection Policy

Red-lined and final copies of the policy were included in the packet and changes were reviewed with the Board. It was noted that the Library does not take social security numbers of patrons.

ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY JOHN BLOOMFIELD, THE IDENTITY PROTECTION POLICY WAS UNANIMOUSLY APPROVED.

F. Public Comment Policy

Red-lined and final copies of the policy were included in the packet and changes were reviewed with the Board.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY SUSAN BLUMBERG-KASON, THE PUBLIC COMMENT POLICY WAS UNANIMOUSLY APPROVED.

G. Computer and Internet Use Policy

Red-lined and final copies of the policy were included in the packet and changes were reviewed with the Board. Keefe pointed out two typo's that she will correct.

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY JOHN BLOOMFIELD, THE COMPUTER AND INTERNET USE POLICY WAS UNANIMOUSLY APPROVED.

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 MARY BOCK AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:48 PM.