

MINUTES OF THE BOARD OF LIBRARY TRUSTEES

OF THE VILLAGE OF HINSDALE

October 15, 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 7:07 p.m. on October 15, 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; Nancy Marvan, Office Manager

CITIZENS' COMMENTS

None

The Treasurer's Report was not included in this month's consent agenda.

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

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe informed the Board that she has been working on the management report for the audit. Brian Lefevre with Sikich will be attending the November meeting and review the audit with the Board. She updated them on the HPL Birthday and Claire Lombardo events. They also discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

President Liesse reported on the intergovernmental agreement meeting she attended with Keefe. The agreement remained the same. They did discuss the possibility of Hinsdale Family Services relocating to the old Hinsdale Humane Society location.

COMMITTEE REPORTS

A. Facilities

The Committee met September 25, 2019. Bloomfield updated the Board on the projects they reviewed. Rick McCarthy with Studio GC attended the meeting to discuss the skylight replacement project. He explained why the bids would have been so much higher than what the Facilities Audit projected. The project will go back out to bid in the winter with the work being scheduled to be done in the spring. Studio GC will not charge the Library for rebidding of the project.

B. Finance & Personnel

This will be covered under New Business.

C. Library Policies

None. They will be meeting next week.

D. Art Advisory Commission

Blumberg-Kason reported the Cleve Carney prints are up. Keefe will be meeting with an art conservationist at the end of the month.

E. Friends

McDaniel reported the Friends will be meeting in November. They will be sponsoring the After Dark Trivia Night event.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. FY20 Budget Review

The Finance and Personnel Committee met October 8, 2019. Keefe and Glynn reviewed in depth the proposed FY20 budget with the Board. In addition, they discussed the capital fund balance and potential projects. The budget will be on the November agenda for Board approval.

B. Levy Review

Glynn advised the board that the levy process secures funding for the Library for the upcoming year. A copy of the preliminary draft of the FY20 budget was included in the Board packet. She updated the Board on what was discussed at the Finance Committee meeting. After reviewing various scenarios and the Library's capital needs, the Committee determined that a \$3,168,853.00 levy request will meet the Library's needs for FY20. The levy will be on the November agenda for Board approval.

C. Investment Policy

Reviewing this policy will be done at a later time. Keefe will be obtaining information from other libraries.

D. 2020 Salary Schedule

Keefe provided the Board with a copy of the 2020 Salary Schedule. Minimum wage will be increasing January 1, 2020. She revised this schedule knowing that by 2025 minimum wage will be \$15 per hour. The first 3 grades will eventually be compressed to 2 grades. Job descriptions and tasks may be reassigned and revised also.

E. Masonry Cove Wall

A proposal from Holton Brothers, Inc. was provided in the board packet. This is to repair the masonry on the ramp leading to the Memorial Hall doors. This was installed by the Library during the 2008 renovation and is in need of repair.

ON A MOTION BY AMY GLYNN AND SECONDED BY JOHN BLOOMFIELD, THE PROPOSAL FROM HOLTON BROTHERS, INC. FOR \$6,880.00 WAS UNANIMOUSLY APPROVED.

F. 2020 Closing Dates

A copy of the proposed closing dates was included in the Board Packet.

ON A MOTION BY SUSAN BLUMBERG-KASON AND SECONDED BY KRISTIN MCDANIEL, THE 2020 CLOSING DATES WERE UNANIMOUSLY APPROVED.

G. 2019 Board Meeting Dates

Two options of proposed board meeting dates was included in the October board packet. It was decided to continue meeting on the third Tuesday of the month for 2020.

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY AMY GLYNN, THE 2020 MEETING DATES WERE UNANIMOUSLY APPROVED. THE LIBRARY BOARD MEETINGS WILL BE HELD ON THE THIRD TUESDAY OF THE MONTH in 2020.

H. Executive Session Minutes Semi-Annual Review

All of the executive sessions to be reviewed deal with personnel issues.

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY MARY BOCK, THE RECOMMENDATION TO KEEP THE EXECUTIVE SESSION MINUTES CLOSED 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 JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:32 PM.