

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
January 21, 2020

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Board Room, Main Level, at 7:05 p.m. on January 21, 2020.

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

Also Present: Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager

Absent: Emily Zeng, Trustee

CITIZENS' COMMENTS

None

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

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY AMY GLYNN, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe informed the Board that the Management Team has been working on new strategic plan initiatives. These will be discussed at the February or March Board meeting. The Library is planning a reception for local authors. Marvan updated the Board on the new accounting system. It has been live since the first of the year. The Board congratulated Keefe on being invited to serve on ALA's Center for the Future of Libraries Advisory Group. The Board also discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

Liesse confirmed with the Board that the Investment Policy will be reviewed by the Finance Committee and then brought to the Policy Committee. They will review and bring a recommendation to the Board for approval.

COMMITTEE REPORTS

A. Facilities

This will be covered under New Business.

B. Finance & Personnel

None

C. Library Policies

This will be covered under New Business.

D. Art Advisory Commission

The Commission will be meeting next week.

E. Friends

The Friends did not meet. They will be meeting in February.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Skylight Proposal

Bloomfield discussed the bids that were received for the project. Studio GC reviewed them with the Facilities Committee. Their recommendation is the proposal from J. L. Adler Roofing & Sheet Metal, Inc. They have worked with them before. The work will be done in early Spring.

ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD AND A ROLL CALL VOTE, THE SKYLIGHT PROPOSAL FROM J.L. ADLER ROOFING & SHEET METAL, INC. FOR AN AMOUNT NOT TO EXCEED \$119,000.00, WAS UNANIMOUSLY APPROVED.

B. Appropriation Resolution

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

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

C. Cybersecurity Policy

Bock explained the policy to the Board. This is a new policy developed by Keefe and Robert Bell, I.T. Manager with a lot of input from the Policy Committee.

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

D. PCI Security Policy

Red-lined and final copies of the policy were included in the Board packet. This policy is required since the Library accepts credit cards. It is to assure safety and confidentiality of the information gathered. Bock reviewed any changes with the Board.

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASON, THE PDI SECURITY POLICY WAS UNANIMOUSLY APPROVED.

E. Harassment and Discrimination Policy

Red-lined and final copies of the policy were included in the Board packet. Due to changes in Illinois law, this policy in the Employee Handbook and Personnel Policies needed to be updated. Definitions of harassment and discrimination were expanded and also includes non-employees. This law requires annual harassment training for all staff.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY KRISTIN MCDANIEL, THE HARASSMENT AND DISCRIMINATION POLICY WAS UNANIMOUSLY APPROVED.

F. Drug and Alcohol-Free Workplace Statement

Red-lined and final copies of the statement were included in the Board packet. This policy had to be reviewed since the use of cannabis was legalized in Illinois. Bock and Keefe reviewed changes with the Board.

ON A MOTION BY MARY BOCK AND SECONDED BY AMY GLYNN, THE DRUG AND ALCOHOL-FREE WORKPLACE STATEMENT WAS UNANIMOUSLY APPROVED.

G. Trustee Expenses for Legislative Meetup

ILA's Legislative Meetup will be held in February. Three Trustee's will be attending at a cost of \$45.00 each.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MARY BOCK, THE TRUSTEE EXPENSES OF \$135.00 FOR ATTENDING THE LEGISLATIVE MEETUP WAS UNANIMOUSLY APPROVED.

H. Staff Development Closing Date

Keefe informed the Board that Staff Development day has been scheduled for Friday, March 20th.

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASSON, THE CLOSING OF THE LIBRARY ON MARCH 20, 2020, FOR STAFF DEVELOPMENT DAY 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 KRISTIN MCDANIEL, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:21 PM.