

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE

March 26, 2020, 6 PM

ONLINE: <https://zoom.us/j/324296483?pwd=NkF6RzBOSWxnUURRM1VMREImakNjdz09>

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 6:04 p.m. on March 26, 2020. The meeting was attended remotely by all due to the COVID-19 pandemic.

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

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

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

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Keefe took questions about her written report included in the packet. They discussed the decision to close the Library. Keefe had been in contact with Liesse and they were closely following available public health information. Information was changing rapidly and the decision to close was based on keeping our patrons and staff safe. This will be covered under New Business.

PRESIDENT'S REPORT

Liesse thanked the Board for adjusting schedules to meet. They discussed the Library's sudden emergency closing and the events leading to the decision. The schools and neighboring libraries were either closing or limiting their services. When the Village decided to close to the public, it was obvious the safety of patrons and staff would be compromised if we stayed open. Keefe has been providing daily updates to all staff. The Library currently does not have a policy in place for a situation like this. Liesse requested a trustee work with the Policy Committee to begin the process of developing one.

COMMITTEE REPORTS

A. Facilities

The Committee did not meet. Bloomfield inquired about the status of the skylight project. Keefe will be checking with Adler to see if installation will be able to proceed as scheduled.

B. Finance & Personnel

Covered under New Business.

C. Library Policies

None.

D. Art Advisory Commission

None.

E. Friends

None.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. 2020 Initiatives UPDATE

A copy of the proposed initiatives was included in the packet. Keefe advised them that our programming model will have to be modified to maintain the practice of social distancing. There may be more online programming or presenting the program multiple times to smaller groups. This will be decided as new information regarding COVID-19 virus becomes available. Information continues to change rapidly.

B. Emergency Operating Procedures

Liese and Keefe informed the Board of their communications regarding the closing. The safety of patrons and staff was the deciding factor. Developing a policy for this would be in the Library's best interest. They also discussed various scenarios for when the Library does open. This will not be able to happen until the Governor's shelter in place is over. When we do open, it most likely will not be business as usual. Keefe is working with the Management Team in developing various levels of service we will be able to provide. The Library will be following all guidelines from the CDC and other health agencies.

C. Emergency Personnel Plan

The Board discussed compensating staff during the closure. Staff have been working remotely and some staff have also been coming into the Library for necessities that cannot be done remotely. They have amped up our presence online by providing programs, story times, chats and videos. Adult Services Librarian, Emily Borsa, added \$5,000.00 worth of downloadable content within two days of our closing. Keefe discussed various options to compensate staff going forward. The Board agreed to pay staff for their regularly scheduled weekly hours for the next two pay periods. This will be reviewed again at the April Board meeting.

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY MARY BOCK AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREE TO COMPENSATE STAFF FOR THEIR REGULARLY SCHEDULED WEEKLY HOURS FOR THE NEXT TWO PAY PERIODS.

D. Adjourn Executive Session-Personnel Annual Review of Executive Director Illinois Open Meetings Act 5 ILCS 120/2 (C) (1)

ON A MOTION BY MARY BOCK AND SECONDED BY JOHN BLOOMFIELDED, THE BOARD UNANIMOUSLY AGREE TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 7:26 PM.

E. Reopen Public Meeting

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY JOHN BLOOMFIELD, THE MEETING OF THE BOARD OF TRUSTEES OF THE HINSDALE PUBLIC LIBRARY WAS RECONVENED AT 7:43 PM.

F. Recommendation for Executive Director Annual Review

ON A MOTION BY AMY GLYNN AND SECONDED BY JOHN BLOOMFIELD, THE BOARD VOTED TO APPROVE THE COMPENSATION RECOMMENDATION OF THE FINANCE/PERSONNEL COMMITTEE FOR THE EXECUTIVE DIRECTOR, AS DISCUSSED IN THE EXECUTIVE SESSION OF THE SAME EVENING.

CITIZEN'S COMMENTS

None

TRUSTEE'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY SUSAN BLUMBERG-KASON, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 7:46 PM.