

MINUTES OF THE BOARD OF LIBRARY TRUSTEES

OF THE VILLAGE OF HINSDALE

April 21, 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 6:05 p.m. on April 21, 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 Zeng, 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 SUSAN BLUMBERG-KASON, THE CONSENT AGENDA WAS APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Keefe took questions about her written report included in the packet. She updated them on the skylight project. Studio CG was working on changes required from the Village. Once those were approved, the materials were able to be ordered. It will be another 4 weeks until they come in and the project can be started. Keefe also informed them of some of the projects staff have been working on.

PRESIDENT'S REPORT

Liesse thanked the Board for adjusting schedules to meet. She informed the Board that Bock and Bloomfield have been working with Keefe to develop an emergency closing policy for the Library.

COMMITTEE REPORTS

A. Facilities

None.

B. Finance & Personnel

None.

C. Library Policies

None.

D. Art Advisory Commission

None.

E. Friends

McDaniel noted that all events they were going to sponsor have been cancelled. They are waiting to see if the Library will be having a digital Trivia Night event. This would not happen until the Fall.

UNFINISHED BUSINESS

A. Emergency Personnel Plan

The Board discussed continuing to compensate staff during the closure. Some staff have been working remotely and some staff have also been coming into the Library for necessities that cannot be done remotely. Various scenarios were discussed in making this decision. Trustees agreed that they wanted to be fair to the staff as well as to the tax payers. They decided to pay staff for their regularly scheduled hours for the next pay period.

Full-time staff would be required to use one day of their PTO accruals for each week in the pay period. The Board will schedule another meeting in early May after they learn if the shelter in place is extended. They will review other options at that time.

ON A MOTION BY AMY GLYNN AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREE TO COMPENSATE STAFF FOR THEIR REGULARLY SCHEDULED WEEKLY HOURS THROUGH MAY 10, 2020. FULL-TIME STAFF WILL BE REQUIRED TO USE ONE DAY FROM THEIR ACCRUALS FOR EACH WEEK IN THE PAY PERIOD.

NEW BUSINESS

A. Opening Scenarios

Keefe provided the Board with various options for when the Library does reopen. Curbside delivery will be the first service we will provide to patrons. The public will not be able to enter the Library to browse. Materials will have to be put on hold. Keefe is working with the Management Team in developing various levels of service as well as staffing. Keefe continues to follow the guidelines from various library associations as well as the CDC and other health agencies.

B. Circulation Policy

Keefe informed the Board of her recommendation for the Library to go fines free. Many libraries have made this change already. The decision to do this now would be good timing to lessen staff/patron contact when the Library does reopen. Keefe explained how it would work and how patrons would still be accountable for returning materials. They will begin working with SWAN to implement this so it can be in place when we do reopen.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MARY BOCK, THE REVISION OF THE CIRCULATION POLICY TO ELIMINATE FINES WAS UNANIMOUSLY APPROVED.

C. Helen O'Neill Scholarship

Lainey Clark, Youth Services Page, has been selected to be the recipient of the 2020 Helen O'Neill Scholarship. A copy of her application was included in the Board Packet. This scholarship is for \$1,000.00 and the cost is split between the Library and the Friends of the Library.

ON A MOTION BY MARY BOCK AND SECONDED BY SUSAN BLUMBERG-KASON, THE BOARD UNANIMOUSLY AGREED TO AWARD THE HELEN O'NEILL SCHOLARSHIP TO LAINEY CLARK.

D. 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 Board thanked Keefe for her diligence and hard work during the pandemic. She has maintained excellent communication with both the staff and Board.

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 7:31 PM.