

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
May 19, 2020, 7 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 7:04 p.m. on May 19, 2020. The meeting was attended remotely by all due to the COVID-19 pandemic.

**Present:** Julie Liesse, 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 JOHN BLOOMFIELD AND SECONDED BY KRISTIN MCDANIEL, 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 staff being back in the Library and curbside delivery.

**PRESIDENT'S REPORT**

Liesse thanked the Board and staff for doing a great job of adjusting to these uncertain times.

**COMMITTEE REPORTS**

**A. Facilities**

The Board discussed the timing of the skylight project. The manufacturer will be shipping the skylights to Adler right around June 1<sup>st</sup>. Adler will inspect them and then schedule the installation with Studio G3. It could be as early as mid-June.

**B. Finance & Personnel**

None.

**C. Library Policies**

None.

**D. Art Advisory Commission**

None.

**E. Friends**

None.

## **UNFINISHED BUSINESS**

### A. Operations Update

Keefe updated the Board on current Library operations. The staff has been divided into two teams with each team working on the same days. Curbside delivery and materials being returned has been increasing daily. They discussed the timeline and hours for opening up for the public. This may happen in late June or early July. The Library's hours will likely need to be revised. She advised them of the discussions she's had with the Management Team in preparing for this.

## **NEW BUSINESS**

### A. Non-Resident Library Card Resolution

The different methods available to charge non-residents for a library card were discussed. Keefe recommends continuing to use the flat fee method. The cost for a household would be \$542.00 per year.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE NON-RESIDENT CARD PROGRAM RESOLUTION WAS UNANIMOUSLY APPROVED.**

### B. Personnel Policy Update

The Village's new HR module in Munis tracks accruals in hours. The library currently accrues vacation time based on days, which is based on the weekly number of hours that an employee works. The Library will have to convert the method we currently use to accommodate this change. The first recommendation resulted in part-time staff losing some accruals. This will be tabled until the June Board meeting.

## **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 7:34 PM.**