

MINUTES OF THE BOARD MEETING OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
November 17, 2020, 7 PM

ONLINE: <https://us02web.zoom.us/j/84798249211>

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:02 p.m. on November 17, 2020. As allowed by the Governor's Disaster Declaration, it has been determined that it is imprudent to convene an in-person meeting of the Board at this time. This virtual meeting is open to all and is being recorded. 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 (REMOTE)

Also Present: Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager (ON-SITE); Lori Cummins, Citizen

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE CONSENT AGENDA WAS APPROVED.

CITIZENS' COMMENTS

Liesse thanked Lori Cummins for attending.

EXECUTIVE DIRECTOR'S REPORT

Keefe took questions about her written report included in the packet. She advised the Board that curbside delivery has been moved to the front of the Library and is doing well. Staff relocated "Holds" to the front of the building as well and the Village has provided extra parking spaces in the circle drive. The Board discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

Liesse thanked the Board and staff for attending the meeting. She reminded them of the election in April. There will be two candidate information sessions next week for potential board members. Trustee packets are available on the Library's website.

COMMITTEE REPORTS

A. Finance

This will be covered under New Business.

B. Library Policies

None

C. Art Advisory Commission

None

D. Friends

None

E. Facilities

This will be covered under New Business.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. FY2021 Budget

A copy of the proposed budget was included in the packet. The Board has been reviewing the budget at the last couple of meetings. Glynn and Keefe reviewed line items with the Board. Keefe advised them of one change in the art expenditure line. This was increased to \$8,500.00 to allow for cleaning of the 2 William Conor pieces and Circuit.

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY AMY GLYNN AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE FY2021 BUDGET IN THE AMOUNT OF \$3,310,002.00.

B. FY2021 Levy Request

The levy request had been reviewed with the full Board at the September and October meetings. It is the Board's responsibility to see that the Library requests a levy amount needed to sufficiently fund the Library. The Finance Committee's recommendation is to levy for \$3,269,612.00.

ON A MOTION BY AMY GLYNN AND SECONDED BY SUSAN BLUMBERG-KASON AND A ROLL CALL VOTE, THE TAX LEVY RESOLUTION IN THE AMOUNT OF \$3,269,612.00 FOR FISCAL YEAR 2021 WAS UNANIMOUSLY APPROVED.

C. Emergency Operational Changes

The Board discussed the rapid increase in the number of COVID-19 cases. Many of our peer libraries are scaling back on services and closing to the public. Keefe suggested this may be a good time to consider closing the Library to the public and providing curbside service only. The Board agreed that this may help slow the spread of the virus and keep our community and staff safe. Some staff already working remotely, may need to increase their hours working from home. Staff working in the Library would still be answering phones until we close. Keefe will work with the Management Team to establish curbside and staffing schedules. This will be communicated to all staff. Keefe, Bloomfield and Bock have been drafting an emergency operating procedure which will be approved at the January meeting.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY SUSAN BLUMBERG-KASON, THE BOARD UNANIMOUSLY AGREED TO CLOSE THE LIBRARY TO THE PUBLIC BEGINNING ON NOVEMBER 20, 2020. CURBSIDE SERVICE TO PATRONS WILL STILL BE PROVIDED.

D. Terrance Electric Proposal

A copy of the proposal from Terrance Electrical was included in the packet. This work is to replace 3 inverters to provide power to our emergency lights.

ON A MOTION BY MARY BOCK AND SECONDED BY KRISTIN MCDANIEL, THE PROPOSAL FROM TERRANCE ELECTRIC FOR AN AMOUNT NOT TO EXCEED \$3,800.00 WAS UNANIMOUSLY APPROVED.

E. Add 12/26/2020 to Holiday Closings

Keefe reminded the Board that the Christmas holiday falls on a Thursday and Friday. The Library is temporarily closed on Sundays. She suggested closing on Saturday also. Curbside delivery would probably not be busy the day after Christmas. In addition, it would provide staff with a 4-day holiday.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO ADD 12/26/20 TO THE 2020 HOLIDAY CLOSING SCHEDULE.

F. Executive Session Minutes Semi-Annual Review

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

ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD, THE RECOMMENDATION TO KEEP THE EXECUTIVE SESSION MINUTES CLOSED WAS UNANIMOUSLY APPROVED.

CITIZEN'S COMMENTS

None

TRUSTEE'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY AMY GLYNN AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 7:52 PM.