

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
June 16, 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 7:04 p.m. on June 16, 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

**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 MARY BOCK, THE CONSENT AGENDA WAS APPROVED.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

Keefe took questions about her written report included in the packet. She informed the Board that RAILS will resume library deliveries soon. More updates are covered under New Business.

**PRESIDENT'S REPORT**

Liesse thanked the Board and staff for attending the meeting. She informed them that next April is an election year. The Hinsdale Caucus is not sure if they will be reviewing candidates. This is a reminder if you know of a possible trustee perspective to share information with them about being a Library trustee.

**COMMITTEE REPORTS**

**A. Facilities**

Keefe informed the Board that the skylight project will begin June 17<sup>th</sup> and could be completed as early as July 1<sup>st</sup>.

**B. Finance & Personnel**

None

**C. Library Policies**

Covered under Unfinished Business

**D. Art Advisory Commission**

None

**E. Friends**

None

## **UNFINISHED BUSINESS**

### **A. Operations Update**

Keefe updated the Board on current Library operations. Curbside delivery is going well and returns are increasing. Staff have been preparing the building to accommodate safe social distancing when we reopen to the residents. They discussed the opening date and decided on Tuesday, July 7<sup>th</sup>. This should accommodate the completion of the skylight project. There will be a Lobby Attendant who will monitor the patron count and assure that everyone who enters the Library is following state guidelines and wearing a mask. The revised hours for the patrons will be M-F from 10 am to 6 pm. Saturday we will be open from 10 am to 5 pm and will be closed on Sunday. It will start as a "Grab & Go" visit with a time limit. Almost all of the tables and chairs will be removed. The Library will have signage throughout reminding patrons and staff to maintain a safe social distance. Keefe assured the Board the Library would be following all the recommended safety guidelines.

### **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. There will be three tiers to accruing vacation time for part-time employees. They will be based on working 25, 23.5 and 21.5 hours. The hours have been adjusted so no current staff will lose any vacation time. The table below is the recommendation.

	Current -Days	PTV1 New - Hours 25	PTV2 New - Hours 23.5	PTV3 New - Hours 21.5
1st year 2-5 years	6	30	28.2	25.8
6+ years	9	45	42.3	38.7
	12	60	56.4	51.6

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO AMEND THE PERSONNEL POLICY TO CALCULATE PART-TIME VACATION ACCRUALS BY HOURS RATHER THAN DAYS. THIS CHANGE WILL BE REFLECTED IN THE EMPLOYEE PERSONNEL AND POLICY HANDBOOK.**

## **NEW BUSINESS**

None

## **CITIZEN'S COMMENTS**

None

## **TRUSTEE'S COMMENTS**

The Trustee's agreed to have a special meeting in July to get updated on the opening of the Library to the residents. They expressed gratitude to Keefe and staff for all their efforts during the pandemic.

## **ADJOURNMENT**

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MARY BOCK, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:00 PM.**