

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
February 16, 2021

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:00 p.m. on February 16, 2021. 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; Susan Blumberg-Kason, Trustee; John Bloomfield, Trustee; Emily Zeng, Trustee (Remote)

Also Present: Karen Kleckner Keefe, Executive Director (On-site); Nancy Marvan, Office Manager; Bob Bell, I.T. Manager; Molly Castor, Marketing and Outreach Manager; Ridgeway Burns, Youth Services Manager; Martha Kennedy, Patron Services Manager, Maura Schoo, Adult Services Librarian; Katie Cangelosi, Collection Services Manager; Dick Munson, Citizen (Remote)

Absent: Kristin McDaniel, Secretary

CITIZENS' COMMENTS

Keefe introduced Katie Cangelosi to the Board. Katie will be the Collection Services Manager starting next week.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY AMY GLYNN, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

Keefe's annual report was included in the packet. She informed the Board that there was a leak in the flat roof in the northwest corner of the Library. Most likely, it is coming from an ice dam and when the snow and ice melt, we'll be able to make a better assessment on what needs to be done. Fortunately, it's in a corner where there are no materials shelved. She advised the Board that she will be working with Product Architecture + Design to begin planning for the family bathroom. She will begin interviews for the Adult Services Manager position next week. We will be updating our phone system in March. The Board discussed some of the stats included in the packet.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. She welcomed the department managers and acknowledged all their hard work and creativity during the pandemic. The Board was thankful for them maintaining the Library's connection to the community while we were closed. Liesse also reminded all of the upcoming election in April.

COMMITTEE REPORTS

A. Facilities

None

B. Finance & Personnel

Glynn informed the Board that the Director's evaluation is underway. She will be sending surveys to the Board as well as the department managers. Some questions were added to address the pandemic. The Capital Transfer will be covered under New Business.

C. Library Policies

None

D. Art Advisory Commission

None

E. Friends

None

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Department Annual Reports

The annual reports were included in the packet. The Managers gave a brief overview of their departments highlights throughout the year. They expressed their gratitude to the Board for all the work they put in to keep staff and patrons safe during this past year. The staff's creativity during the pandemic was outstanding, and the Board thanked them for their many accomplishments.

B. Illinois Per Capita Grant Application

A copy of the application was included in the Board packet. Keefe explained the Per Capita Grant application process to the Board. The Board had reviewed the Standards for Illinois Public Libraries last month as a requirement to apply for this grant.

ON A MOTION BY MARY BOCK AND SECONDED BY JOHN BLOOMFIELD, THE PER CAPITA GRANT APPLICATION WAS UNANIMOUSLY APPROVED.

C. Illinois Public Library Annual Report

A copy of the Illinois Public Library Annual Report was included in the packet. This report for the State is required to qualify for the Per Capita Grant. Keefe explained how this report is put together each year using our statistics.

ON A MOTION BY AMY GLYNN AND SECONDED BY EMILY ZENG, THE IPLAR REPORT WAS UNANIMOUSLY APPROVED.

D. Capital Transfer

Glynn and Keefe reviewed the capital transfer process with the Board. The money is transferred from the operating budget to the capital reserve. This is for FY2020. Due to the pandemic, there were less expenses in many budget lines. The Finance Committee recommends that the Board approve a transfer of \$550,000.00 to the capital reserve.

ON A MOTION BY AMY GLYNN AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE FUNDS TRANSFER RESOLUTION OF \$550,000.00 FOR FY2020 WAS UNANIMOUSLY APPROVED.

E. Emergency Operational Changes

The Library reopened to the public on 2.4.21. We have been providing curbside service as well as grab and go service, allowing patrons a half-hour visit in the Library. Keefe and the Board discussed adding more services to the public. Keefe also updated them on what our peer libraries are offering. The Board agreed to have one computer available for public use beginning 3.1.21. This would be a stand-up station and patrons will have to call to reserve. This would have a 30- minute time limit. They will discuss increasing more services to the public at the March meeting.

CITIZEN'S COMMENTS

None

TRUSTEE'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY MARY BOCK AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:37 PM.