

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
May 18, 2021

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:03 p.m. on May 18, 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; Kristin McDaniel, Secretary; Amy Glynn, Treasurer; Susan Blumberg-Kason, Trustee; John Bloomfield, Trustee; Emily Zeng, Trustee (Remote)

Also Present: Karen Kleckner Keefe, Executive Director, (Onsite); Ridgeway Burns, Assistant Director/YS Manager; Nancy Marvan, Office Manager; Dick Munson; Citizen (Remote)

CITIZENS' COMMENTS

None

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY JOHN BLOOMFIELD, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

Keefe advised the Board of recent personnel changes. Ridgeway Burns will take on the role of Assistant Director. Molly Castor, will be the Marketing, Outreach and Data Manager. She will be completing the IPLAR and Per Capita grants. Stacia Miskys will be the Patron Services Assistant Manager. The Board discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. She congratulated Burns on his promotion to Assistant Director.

COMMITTEE REPORTS

A. Facilities

Covered under New Business.

B. Finance & Personnel

None

C. Library Policies

None

D. Art Advisory Commission

None

E. Friends

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Recognize Outgoing Trustees

Liesse thanked Blumberg-Kason and Glynn for their service on the Board. She presented them with Resolutions of Appreciation.

B. Swear in Trustees

McDaniel and Marvan swore in the new trustees.

MARY BOCK, RICHARD MUNSON AND KRISTIN MCDANIEL WERE SWORN IN AS TRUSTEES.

C. Presentation of Office Slate

On a recommendation by the Trustee Nominating Committee, the following slate of officers was presented to the Board last month.

President – Julie Liesse
Vice-President – Emily Zeng
Treasurer – John Bloomfield
Secretary – Kristin McDaniel

D. Elect Officers

ON A MOTION BY KRISTIN MCDANIEL SECONDED BY DICK MUNSON, THE SLATE FOR BOARD OFFICERS WAS UNANIMOUSLY APPROVED.

E. Declare Vacancy

Liesse advised the Board that Glynn has moved out of Hinsdale, leaving a vacancy on the Board of Trustees.

ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED RESOLUTION 2021-03 DECLARING A VACANCY ON THE HINSDALE BOARD OF TRUSTEES.

F. Plan for Board Appointment

Liesse advised the Board that she has been working with Keefe on the best way to fill the vacancy. The vacancy will be publicized and applications will be available to all interested parties. This will be done on the Library's website as well as in *The Hinsdalean*. The Board will review applications and make the appointment. This position will be held until the next election in 2023. The new trustee could be appointed by August.

ON A MOTION BY MARY BOCK AND SECONDED BY JOHN BLOOMFIELD, THE PLAN FOR APPOINTING A NEW TRUSTEE WAS UNANIMOUSLY APPROVED.

G. Approve Trustee Expenses (ILA)

Keefe advised the Board that Illinois requires all trustee expenses be itemized and approved at a public meeting. The packet included copies of invoices from Illinois Library Association in the amount of \$75 each for a total of \$450.00. This is for their annual memberships.

ON A MOTION BY MARY BOCK AND SECONDED BY EMILY ZENG, THE TRUSTEE EXPENSES WERE UNANIMOUSLY APPROVED.

H. Soltwisch Plumbing Filling Station Proposal

Soltwisch Plumbing provided an estimate for installing 2 water filling stations to replace 2 of the average-height water fountains we currently have. The lower water fountains would remain to comply with ADA requirements.

ON A MOTION BY KRISTIN MCDANIEL AND SECONDED BY EMILY ZENG, THE PROPOSAL FROM SOLTWISCH PLUMBING FOR AN AMOUNT NOT TO EXCEED \$6,500.00 WAS UNANIMOUSLY APPROVED.

I. Non-Resident Cards

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 \$556 per year.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE NON-RESIDENT CARD PROGRAM RESOLUTION WAS UNANIMOUSLY APPROVED.

J. Close July 3; Open July 5

Keefe advised the Board that the Village will be having the Fourth of July parade on Saturday instead of Sunday. According to the Personnel Policy we normally would be closed on Monday if July 4th lands on a Sunday. Parking and staffing would be a problem if the Library is open on the same day as the parade. She recommends closing on July 3rd and remaining open on Monday, July 5th.

ON A MOTION BY DICK MUNSON AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED THE CLOSING OF THE LIBRARY ON SATURDAY, JULY 3, 2021. THE LIBRARY WILL BE OPEN ON THE FOLLOWING MONDAY.

K. Accept Family Bathroom Plans

Plans for the design and finishes for the family bathroom were included in the packet. Keefe reviewed these with the Board, including tile changes recommended by the Facilities Committee. Product Architecture will provide pricing after the plans are accepted.

ON A MOTION BY EMILY ZENG AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED THE DESIGN PLAN FOR THE FAMILY BATHROOM.

L. Operational Update

Keefe provided the Board with recommendations on more services that we can extend to patrons beginning in June. She informed them that there has not been a big increase in usage and reminded them of services still reserved for HPL cardholders. The Board discussed these options and agreed to the following:

- Add 2nd floor study rooms
- Add more tables to the main and lower levels
- Add 2 chairs to each table on the 2nd floor
- Add soft seating to the 2nd floor and lower level
- Turn water fountains back on
- Open lower level restrooms
- Hold indoor and outdoor programming for registered patrons with capacity limits

Mask wearing will be required by patrons and staff through June 11th when Illinois reaches Stage 5.

- Staff will still be required to wear masks regardless of their vaccination status after that.
- Patrons will not be required to wear masks if they are fully vaccinated.
- The Library will implement a 2-hour period from 9 am to 11 am daily where everyone in the Library will be required to wear a mask regardless of their vaccination status.

ON A MOTION BY MARY BOCK AND SECONDED BY JOHN BLOOMFIELD, THE OPERATIONAL CHANGES WERE UNANIMOUSLY APPROVED AND WILL BE EFFECTIVE ON JUNE 1, 2021.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

Liesse honored Keefe with a Resolution of Appreciation for her 10 years of dedicated leadership to HPL.

ADJOURNMENT

ON A MOTION BY DICK MUNSON AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:30 PM.