

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
August 17, 2021

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:00 p.m. on August 17, 2021.

Present: Julie Liesse, President; Emily Zeng, Vice President; John Bloomfield, Treasurer; Mary Bock, Trustee; Dick Munson; Trustee

Also Present: Karen Kleckner Keefe, Executive Director; Ridgeway Burns, Assistant Director/YS Manager; Nancy Marvan, Office Manager; Brian LeFevre, Sikich, LLP; Denise Wong, Citizen; Kim Kiyosaki, Citizen; Megan Mikhail, Citizen; Tina Settecase, Citizen

CITIZENS' COMMENTS

None

ON A MOTION BY MARY BOCK AND SECONDED BY JOHN BLOOMFIELD, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe took questions from the Board. She continues to monitor the pandemic and the rise in COVID cases. The Board discussed the database statistics included in the packet. We will work on marketing them to the community. Keefe will provide this report in the packet quarterly. She updated them on several upcoming personnel changes. Meghan Hall will be Emily Borsa's replacement in Adult Services. Youth Services will be adding a new librarian to replace Lisa Newlin. We will be posting for a new clerk as Olivia Ostrowski leaves for college.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. She acknowledged the Nominating Committee for their work reviewing trustee applications. Wong and Mikhail will be sworn in today. Liesse advised them that she'll be working on committee assignments and will be structuring an ad-hoc Strategic Planning Committee, which Bloomfield will chair. More information will be coming. The goal is to start the strategic planning process at the end of this year/first quarter of 2022.

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. Appoint New Trustees

Liesse and the Nominating Committee reviewed the applications received to fill two vacancies. Megan Mikhail will replace Amy Glynn and Denise Wong will replace Kristin McDaniel.

ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED MIKHAIL AND WONG TO FILL THE TWO VACANCIES LEFT BY GLYNN AND MCDANIEL.

B. Swear in Trustees

Marvan swore in Wong and Mikhail.

C. Audit Acceptance

Mr. Brian LeFevre explained and reviewed the audit with the Board. He gave an overview of the audit process for the new Trustees. He took questions from the Board and reported that the audit was completed easily and that there are good internal controls in place.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DICK MUNSON AND A ROLL CALL VOTE, THE 2020 ANNUAL FINANCIAL REPORT WAS UNANIMOUSLY ACCEPTED.

D. Approve Family Bathroom Construction Proposal

Keefe advised the Board that six proposals came in ranging from \$80,000 to \$157,000. Product Architecture reviewed all bids. The low bid came from Red Feather Group. They reviewed the company and checked their references. Product Architecture will serve as the general contractor over the project. The Facilities Committee recommends accepting the bid from Red Feather Group for an amount not to exceed \$90,000. This would include a \$10,000 contingency.

ON A MOTION BY MARY BOCK AND SECONDED BY MEGAN MIKHAIL AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED ACCEPTING THE BID FROM RED FEATHER GROUP FOR AN AMOUNT NOT TO EXCEED \$90,000.

E. COVID-Related Operational Changes

Keefe advised the Board that she is not planning on changing any services that the Library is offering at this time. She does continue to follow the local number of COVID cases. She would like to request that staff verify their vaccination status by providing a copy of their card. This will aid in determining if it's necessary to quarantine and for how long. If approved, she would send an email to all staff assuring them that this is a request, and it is not required. She would also insure them confidentiality.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED REQUESTING STAFF FOR PROOF OF VACCINATION STATUS. THIS INFORMATION WILL BE USED TO DETERMINE QUARANTINE STATUS AS DETERMINED BY THE CDC.

F. Nomination of Officers

The position of Board Secretary has been vacant since McDaniel's departure. Liesse will nominate Wong as her replacement.

ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED DENISE WONG TO BE NOMINATED TO FILL THE POSITION OF BOARD SECRETARY.

G. Declare Vacancy

Liesse advised the Board that Bock will be moving out of Illinois, leaving a vacancy on the Board of Trustees.

ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED RESOLUTION 2021-08 DECLARING A VACANCY ON THE HINSDALE LIBRARY BOARD OF TRUSTEES.

H. President's Nomination of Candidate

Liesse nominated Kim Kiyosaki to fill the vacancy left by Bock. She will fill this position through 2023.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED KIM KIYOSAKI FILL THE VACANCY ON THE HINSDALE LIBRARY BOARD OF TRUSTEES.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

Liesse honored Mary Bock with a Resolution of Appreciation for her service on the Board.

ADJOURNMENT

ON A MOTION BY DICK MUNSON AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:18 PM.