

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
September 21, 2021

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:01 p.m. on September 21, 2021.

**Present:** Julie Liesse, President; Emily Zeng, Vice President; John Bloomfield, Treasurer; Denise Wong, Trustee; Dick Munson; Trustee; Megan Mikhail, Trustee

**Also Present:** Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager; Kim Kiyosaki, Citizen

**CITIZENS' COMMENTS**

None

**NEW BUSINESS (I)**

A. Appoint New Trustees

**ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED KIYOSAKI TO FILL THE VACANCY LEFT BY BOCK.**

B. Swear in Trustees  
Marvan swore in Kiyosaki.

**ON A MOTION BY JULIE LIESSE AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED THE SWEARING IN OF KIYOSAKI AS LIBRARY BOARD TRUSTEE.**

C. Election of Secretary  
Liesse recommended to the Board that Wong serve as Board Secretary.

**ON A MOTION BY JULIE LIESSE AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED WONG TO SERVE AS BOARD SECRETARY.**

**ON A MOTION BY KIM KIYOSAKI AND SECONDED BY DICK MUNSON, THE CONSENT AGENDA WAS APPROVED.**

**EXECUTIVE DIRECTOR'S REPORT**

In addition to her written report, Keefe took questions from the Board. She informed them that the family bathroom project should begin in approximately three weeks. They discussed the Library's new strategic plan. There may be an opportunity to pull resources together with District 181 who will also be working on their plan. She will be following up with Hector Garcia who is the district's superintendent. She updated them on several upcoming personnel changes. Burns last day was September 16<sup>th</sup> and his position has been posted.

**PRESIDENT'S REPORT**

Liesse thanked everyone for attending the meeting. She has started putting together the ad-hoc Strategic Planning Committee and asked anyone interested in serving to contact John Bloomfield. She advised the Board that Kiyosaki will be serving on the Art Commission. She'll also be the Board liaison to the Friends of the Library.

## **COMMITTEE REPORTS**

### **A. Facilities**

Covered under New Business.

### **B. Finance & Personnel**

None

### **C. Library Policies**

Covered under New Business.

### **D. Art Advisory Commission**

None

### **E. Friends**

Keefe reported the Friends will be meeting in November. There will be a meet and greet for new members as well as Kiyosaki.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS (II)**

### **A. COVID-Related Operational Changes**

The Board discussed extending hours Monday through Thursday until 9 PM. Keefe advised them that many of our neighboring libraries have done this already. The Board agreed that Keefe can decide when to put this in place. Keefe will continue to monitor the COVID cases and ensure all departments will be able to staff the extension.

**ON A MOTION BY DICK MUNSON AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED EXTENDING THE LIBRARY'S HOURS UNTIL 9 PM MONDAY THROUGH THURSDAY.**

### **B. Lighting Proposal**

The Facilities Committee met to review the proposal from Terrance Electric to replace main floor lights with LED bulbs. The current lighting is expensive to repair and not energy efficient.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY APPROVED THE FACILITIES COMMITTEE'S RECOMMENDATION TO HIRE TERRANCE ELECTRIC TO REPLACE THE LIGHTING ON THE MAIN FLOOR WITH LED BULBS, WITH A COST NOT TO EXCEED \$5,000.00.**

### **C. 3D Printing Policy**

Red-lined and clean copies of the policy were included in the packet and changes were reviewed with the Board. Munson explained there were only minor changes. It was suggested to add in a line that excludes materials that are defamatory, invade a particular person's privacy, or directly incite violence.

**ON A MOTION BY DICK MUNSON AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED THE 3D PRINTING POLICY AS AMENDED.**

D. Display Policy

Red-lined and clean copies of the policy were included in the packet and changes were reviewed with the Board.

**ON A MOTION BY DICK MUNSON AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED THE DISPLAY POLICY.**

E. Gifts to the Library Policy

Red-lined and clean copies of the policy were included in the packet and changes were reviewed with the Board.

**ON A MOTION BY DICK MUNSON AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED THE GIFTS TO THE LIBRARY POLICY AS AMENDED.**

F. Programming Policy

Red-lined and clean copies of the policy were included in the packet and changes were reviewed with the Board. It was suggested to clarify the section requesting special accommodations and to add a sentence giving patrons advance notice of plans to record and share a program.

**ON A MOTION BY DICK MUNSON AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED THE PROGRAMMING POLICY AS AMENDED.**

G. Senior Library Assistant Position

Keefe explained the position to the Board as expanding the role of a Library Assistant. There would be more community outreach and programming involved. This position could be created in the Youth Services department down the line, as well. The Board tabled any action on this, agreeing this change was within the director's purview.

H. Acting Assistant Director Position

Keefe informed the Board that with Burns leaving his position, there are many tasks that will still need to be addressed. There are new managers on staff and Keefe is in the process of hiring another. She is recommending hiring an interim assistant director. This person would assist with PIC scheduling, the bathroom project, the strategic plan, budgeting, and other duties that may be needed. Keefe is recommending a long-time colleague who recently retired. This is for a period of three months and can be reviewed after that, if necessary.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE HIRING OF AN INTERIM ASSISTANT DIRECTOR.**

**CITIZEN COMMENTS**

None

**TRUSTEE COMMENTS**

None

**ADJOURNMENT**

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY KIM KIYOSAKI, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:15 PM.**