

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
October 19, 2021

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:00 p.m. on October 19, 2021.

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

Also Present: Karen Kleckner Keefe, Executive Director; Roberta Johnson, Acting Assistant Director; Nancy Marvan, Office Manager

CITIZENS' COMMENTS

None

ON A MOTION BY DICK MUNSON 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 introduced Roberta Johnson, Acting Assistant Director, to the Board. She has been onboarding her and assigning projects. Keefe updated them on the status of the family bathroom project, as well as her search for a new YS Manager. The Board discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. She updated the Board on some of the discussions at the Intergovernmental Agreement meeting with the Village. The Strategic Planning Committee hopes to hold the initial meeting in early November.

COMMITTEE REPORTS

A. Facilities

None

B. Finance & Personnel

Covered under New Business.

C. Library Policies

None

D. Art Advisory Commission

None

E. Friends

The Friends will be meeting November 11th.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. COVID-Related Operational Changes

As approved last month, Keefe advised the Board that the Library will extend our closing hours beginning on November 1st. She is also proposing the following changes:

We will follow Executive Order regarding mask requirements. If the requirement is lifted or modified, we will continue to require masks between 9 am and 11 am.

Plan some small in-person programs for winter. Masks will be required.

Allow up to 4 patrons in eligible study room.

Allow non-residents walk-up use of available computers.

ON A MOTION BY KIM KIYOSAKI AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE OPERATIONAL CHANGES LISTED ABOVE.

B. FY22 Budget Review

A copy of the proposed FY22 budget was included in the packet. Keefe and Bloomfield reviewed the line items with the Board. They discussed the capital fund balance and upcoming projects. The final budget will be on the November agenda for Board approval.

C. FY22 Levy Review

The Finance Committee has met twice to review and discuss the levy. This process secures funding for the Library in 2022. Our levy is sent in with the Village's levy, though the Library determines the amount. The Village does provide us with information related to planning and new construction and the impact it could have on tax assessments. The Committee is recommending levying for the maximum this year. This would be a levy in the amount of \$3,338,136.00. The tax levy resolution will be on the November agenda for Board approval.

D. 2022 Closing Dates

A copy of the proposed 2022 closing dates was included in the packet. The only variance from previous years is Sunday, July 3rd.

ON A MOTION BY DICK MUNSON AND SECONDED BY JOHN BLOOMFIELD, THE 2022 LIBRARY CLOSING DATES WERE UNANIMOUSLY APPROVED.

E. 2022 Board Meeting Dates

Two options of proposed board meeting dates were included in the October packet. It was decided to meet on the fourth Tuesday of the month in 2022.

ON A MOTION BY DENISE WONG AND SECONDED BY KIM KIYOSAKI, THE 2022 BOARD MEETING DATES WERE UNANIMOUSLY APPROVED.

F. Internal Controls Review

Marvan provided an overview of the Library's petty cash system. This included procedural processes, distribution amount limitations, balancing, and location of the petty cash fund.

G. Executive Session Minutes Semi-Annual Review

All the executive sessions to be reviewed deal with personnel issues.

ON A MOTION BY DENISE WONG AND SECONDED BY JOHN BLOOMFIELD, THE RECOMMENDATION TO KEEP THE EXECUTIVE SESSION MINUTES CLOSED WAS UNANIMOUSLY APPROVED.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

None

ADJOURNMENT

ON A MOTION BY DICK MUNSON AND SECONDED BY KIM KIYOSAKI, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:29 PM.