

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE

January 25, 2022

<https://us02web.zoom.us/j/85772010914?pwd=WEc2OFZ4bkJTTWtxWnZ0aS9QQ0RaUT09>

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:04 p.m. on January 25, 2022.

As allowed by the Illinois Open Meetings Act (5 ILCS 120/), due to the disaster declaration related to public health concerns issued by the Governor, the head of the public body (Board President) determined that a remote meeting was the most effective way to conduct this meeting. This virtual meeting is open to all and is being recorded.

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

Absent: Dick Munson, Trustee

Also Present: Karen Kleckner Keefe, Executive Director (onsite); Nancy Marvan, Office Manager

CITIZENS' COMMENTS

None

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY KIM KIYOSAKI AND A ROLL CALL VOTE, THE CONSENT AGENDA WAS APPROVED AS AMENDED.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe took questions from the Board. She advised them that the family bathroom should be completed by mid-February. They are waiting for a few things to come in before they can finish. ComEd's contractor will be out later this week to install the new electrical line. Bob Bell will follow-up with ComEd when the line will be connected. The Board discussed some of the statistics included in the packet. Keefe also addressed the recent activist groups protesting in public libraries. She has been in touch with colleagues as well as the police department. She will send out an all-staff email with specific guidelines on how to handle the situation should it occur. The plan is to be as non-confrontational as possible, so the situation doesn't escalate.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. She and Keefe attended the Illinois Library Association's Legislative Meet-Up. This is held annually and is a great opportunity to meet with the legislators and learn about issues affecting libraries in our area. She reminded the trustees that the Management Team may be attending the February meeting to present their annual reports.

COMMITTEE REPORTS

A. Facilities

None

B. Finance & Personnel

Covered under New Business.

C. Library Policies

Covered under New Business.

D. Art Advisory Commission

None

E. Friends

None

F. Strategic Planning

The Committee met January 18. Bloomfield reported they reviewed the seven proposals they received. They were able to narrow it down to four firms, two of which Keefe will get more information from and report back at the next committee meeting.

NEW BUSINESS

A. 2022 Operating Budget Revision

The Finance Committee met prior to the Board meeting. They discussed including the Per Capita grant monies in the revenue budget. It has been awarded consistently the last few years. It is approximately \$20,000 annually. The computer support line and the capital transfer will be increased by \$5,000 each. The digital materials line will be increased by \$10,000.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED THE 2022 OPERATING BUDGET REVISIONS.

B. Appropriation Resolution

Keefe and Bloomfield reviewed the resolution with the Board. This is done each year and gives the Library authority to spend the money levied for. Bloomfield explained revising the appropriation budget to include monies for Donations and Friends Pledges would allow the Library to spend the money if it is received. The amount of the appropriation includes our working budget and a contingency which totals \$3,530,936.00. Our appropriation is included with the Village of Hinsdale and governs the current fiscal year.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE APPROPRIATION RESOLUTION WAS UNANIMOUSLY APPROVED.

C. Staff Recognition Expenses

Liesse provided the Board with some background on how this line had been separated from the staff development line years ago. It isn't a significant amount of money but provides transparency to the public. The Board discussed the legality and appropriateness of using public funds for this purpose. Keefe reached out to the Library's lawyer, and he advised her that approving the use of public funds is a Board decision. They requested she reach out to our lawyer again to get more clarity and case law, if possible. The latest warrant included 2 payments which include expenses for staff recognition. This budget line will not be used again until the issue is resolved by the Board. Kiyosaki suggested the possibility of asking the Friends to fund this line.

ON A MOTION BY KIM KIYOSAKI AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED REISSUEING PAYMENTS FOR EXPENSES FROM THE STAFF RECOGNITION LINE THAT HAD BEEN INCURRED.

D. Backflow Repair

Keefe advised the Board that our backflow inspection revealed that our valve is leaking. This controls the separation of potable water from wastewater. A copy of a proposal from Dave Soltwisch Plumbing for \$4,687.00 was included in the packet. It is estimated to be an 8-hour repair. This is an expense that is not budgeted and would come out of the Library's miscellaneous repairs and improvement line.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM DAVE SOLTWISCH PLUMBING TO REPLACE THE BACKFLOW VALVE AT A COST NOT TO EXCEED \$5,000.00.

E. Close Building for Backflow Repair

Keefe advised the Board that the Library would have to close for the backflow valve replacement. The water to the building would have to be shut off which means the fire suppression system would not be operating. The building should not be occupied without an operating sprinkler system. Closing the building and staff compensation was discussed. Keefe will be able to schedule the work a few weeks in advance.

ON A MOTION BY EMILY ZENG AND SECONDED BY MEGAN MIKHAIL AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED CLOSING THE LIBRARY FOR THE BACKFLOW VALVE REPLACEMENT.

F. Computer and Internet Use Policy

A copy of the policy was included in the packet. Mikhail reviewed the changes with the Board.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY DENISE WONG AND A ROLL CALL VOTE, THE COMPUTER AND INTERNET USE POLICY WAS UNANIMOUSLY APPROVED.

G. Identity Protection Policy

A copy of the policy was included in the packet and changes were reviewed with the Board.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY DENISE WONG AND A ROLL CALL VOTE, THE IDENTITY PROTECTION POLICY WAS UNANIMOUSLY APPROVED.

H. Public Comment Policy

A copy of the policy was included in the packet. Mikhail reviewed the changes with the Board.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY DENISE WONG AND A ROLL CALL VOTE, THE PUBLIC COMMENT POLICY WAS UNANIMOUSLY APPROVED AS AMENDED.

I. Social Media Policy

A copy of the policy was included in the packet and changes we reviewed with the Board.

ON A MOTION BY DENISE WONG AND SECONDED BY KIM KIYOSAKI AND A ROLL CALL VOTE, THE SOCIAL MEDIA POLICY WAS UNANIMOUSLY APPROVED.

J. Emergency Operational Changes

Keefe discussed allowing non-residents to use our study rooms. The door count is still low. If there is a room available, it would be a good service to let them use it. Only HPL cardholders can reserve rooms in advance.

ON A MOTION BY EMILY ZENG AND SECONDED BY MEGAN MIKHAIL AND A ROLL CALL VOTE, ALLOWING NON HPL CARDHOLDERS USE OF THE STUDY ROOMS WAS UNANIMOUSLY APPROVED

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

None

ADJOURNMENT

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY KIM KIYOSAKI AND A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:01 PM.