

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
**OF THE VILLAGE OF HINSDALE**  
November 16, 2021

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:00 p.m. on November 16, 2021.

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

**Absent:** 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 AS AMENDED. THE SPELLING OF DICK MUNSON'S NAME WAS CORRECTED.**

**EXECUTIVE DIRECTOR'S REPORT**

In addition to her written report, Keefe took questions from the Board. She advised them of Lisa Winchell starting her position as the Youth & Young Adult Services Manager. Anne Gisenwaithe, our YS Librarian for 23 years, will be leaving at the end of this month. Keefe invited the Trustees to attend the Staff Zoom Holiday Celebration. Johnson updated the Board on the status of the family bathroom project. There have been some delays, but the project should be completed within the 90-day time frame. ComEd has filed a permit with the Village to replace the line coming into the Library. Bob Bell, IT Manager, will be following up with them as needed. Keefe brought some of the Library's new technology items that we will be circulating. Some Trustees volunteered to take them home to test and follow-up with photos we can share on our social media venues. The Board discussed some of the statistics included in the packet.

**PRESIDENT'S REPORT**

Liesse thanked everyone for attending the meeting as well as the Strategic Planning meeting. She advised the Board there is an opening on the warrant approval cycle, which Wong volunteered to take. She reminded the trustees that the Management Team will be attending the January meeting to present their annual reports.

**COMMITTEE REPORTS**

**A. Facilities**

None

**B. Finance & Personnel**

Covered under Unfinished Business.

**C. Library Policies**

None

**D. Art Advisory Commission**

None

**E. Friends**

None

**F. Strategic Planning**

The Committee met November 5, 2021. Keefe reviewed the previous plans and processes with them. They developed a timeline and discussed the possibility of a partnership with District 181. They also will be compiling a list of possible consultants. They will meet again at the end of this month to review the RFP that Keefe will prepare.

**UNFINISHED BUSINESS**

**A. FY2022 Budget Approval**

A copy of the proposed budget was included in the packet and has been reviewed by the Board at multiple meetings. The only change on this draft is a budget line to cover any expenses needed to implement goals that will be determined when the strategic plan is completed.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE FY2022 BUDGET.**

**B. FY2022 Levy Approval**

The levy request had been reviewed with the full Board at the September and October meetings. It is the Board's responsibility to ensure that they request a levy amount that is sufficient to fund the Library. The Finance Committee's recommendation is to levy for \$3,338,136.00.

**ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE TAX LEVY RESOLUTION IN THE AMOUNT OF \$3,338,136.00 FOR FISCAL YEAR 2022 WAS UNANIMOUSLY APPROVED.**

**NEW BUSINESS**

**A. Illinois Libraries Present Intergovernmental Agreement**

A copy of the agreement was included in the packet. This is a new pilot program that will bring high-quality events to participating libraries. The cost for HPL is \$750.00 annually. The group was formed to bring national author programs to Illinois libraries and make them available to smaller libraries that otherwise would not be able to hold these events on their own.

**ON A MOTION BY DICK MUNSON AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE ILLINOIS LIBRARIES PRESENT INTERGOVERNMENTAL AGREEMENT AS AMENDED. IT WILL BE CORRECTED TO INCLUDE THE NAME OF OUR LIBRARY.**

**B. Oak Brook Mechanical Proposal**

Keefe included a proposal from Oak Brook Mechanical in the packet. It noted necessary repairs which the Facilities Committee will review next year. One of the Trane roof top units needs to have the condenser fan motors and blades replaced. This is a repair that they recommend having fixed as soon as possible.

**ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY JOHN BLOOMFIELD, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM OAK BROOK MECHANICAL TO REPLACE MOTORS AND BLADES ON ONE OF THE ROOF TOP UNITS FOR A COST NOT TO EXCEED \$4,000.00.**

C. Per Capita Grant Approval

Keefe explained the Per Capita Grant application process to the Board. A copy of the application was included in the Board packet. The Board discussed including the Per Capita Grant award as a budgeted line item. Keefe will include on the Appropriation Budget in January.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MEGAN MIKHAIL, THE PER CAPITA GRANT APPLICATION WAS UNANIMOUSLY APPROVED.**

**CITIZEN COMMENTS**

None

**TRUSTEE COMMENTS**

The Board discussed the newly formed Junior Advisory Board and some publicity included in the packet.

**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 8:35 PM.**