

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
February 22, 2022

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:04 p.m. on February 22, 2022.

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

Also Present: Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager; Lizzy Boden, Adult Services Manager; Emily Borsa, Collection Services Manager; Bob Bell, IT Manager; Martha Kennedy, Patron Services Manager; Lisa Winchell, Youth & Young Adult Services, Molly Castor, Marketing and Outreach Manager (phone)

CITIZENS' COMMENTS

None

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DICK MUNSON, THE CONSENT AGENDA WAS APPROVED AS AMENDED. THERE WAS A CORRECTION TO THE MINUTES FROM THE JANUARY 25, 2022 MEETING.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe took questions from the Board. She advised them that the family bathroom is just waiting for one fixture. The inspection by the Village is complete. They discussed Aspen, the new online catalog overlay, going live mid-March. This is a change made by SWAN and will make searching for materials much easier.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. She advised the Board that Keefe has been seeking legal advice regarding the staff recognition budget line.

COMMITTEE REPORTS

A. Facilities

None

B. Finance & Personnel

Covered under New Business.

C. Library Policies

None

D. Art Advisory Commission

None

E. Friends

None

F. Strategic Planning

Covered under New Business.

UNFINISHED BUSINESS

A. Backflow Repair Closure, March 1, 2022

This is tentatively scheduled for March 1, 2022. We need to confirm that the company monitoring our fire suppression system can be onsite. Keefe will keep the Board notified should we have to reschedule.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY APPROVED CLOSING THE LIBRARY ON MARCH 1, 2022 FOR THE BACKFLOW VALVE REPLACEMENT.

NEW BUSINESS

A. EOY Department Reports

In addition to their written reports, members of the Management Team provided an overview of their departments and took questions from the Trustees. The Board expressed appreciation and gratitude for their efforts.

B. Funds Transfer Resolution

The Finance Committee met prior to the Board meeting. The Village has not given us final numbers yet. Based on what we are expecting the final postings be, the Committee will be recommending a transfer of \$550,000.00 from the Library's operating budget to the capital budget. The vote was tabled this month pending final fund balances from the Village. Transfer approval will be on the March agenda.

C. Accept Strategic Planning Proposal

Bloomfield updated the Board on the selection process. The Committee is recommending Ivy Group to facilitate our strategic plan. They are a good fit and have experience working with libraries. References have been contacted and the lawyer has reviewed their contract. Travel expenses are estimated to be \$4,000.00.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM IVY GROUP FOR \$60,000.00 PLUS TRAVEL EXPENSES TO FACILITATE THE UPCOMING STRATEGIC PLAN.

D. IPLAR Report

A copy of the Illinois Public Library Annual Report was included in the packet. This report for the State is required to qualify for the Per Capita Grant. Keefe explained how this report is put together each year using our monthly statistics. It was noted that the Trustees' home addresses should be removed and changed to the Library's address.

ON A MOTION BY DICK MUNSON AND SECONDED BY MEGAN MIKHAIL, THE IPLAR REPORT WAS UNANIMOUSLY APPROVED AS AMENDED.

E. Executive Director Review Process

Bloomfield updated the Board on the process. The survey will be going out this week. The Finance Committee will meet in closed session to review them. Bloomfield will also include salary surveys from other libraries.

F. Emergency Operational Changes

According to the Governor's Executive Order, masks will no longer be required in most public buildings effective 2.28.22. Keefe has met with the Management Team to discuss these upcoming changes. It will be optional for patrons and staff to wear a mask. Masks will be optional for all attendees at the programs that are scheduled in March. Should there be an upsurge in positive COVID cases, the Library will revisit this. The used book sale will resume in April. The Library will provide guidelines for acceptable donations.

ON A MOTION BY DENISE WONG AND SECONDED BY EMILY ZENG, THE EMERGENCY OPERATION CHANGES WERE UNANIMOUSLY APPROVED.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

The Trustees discussed the new Statement of Economic Interest survey. The Library attorney recommends waiting for state-issued guidance before completing the survey.

ADJOURNMENT

ON A MOTION BY DICK MUNSON AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:57 PM.