

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

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:02 p.m. on March 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

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

CITIZENS' COMMENTS

None

ON A MOTION BY KIM KIYOSAKI AND SECONDED BY MEGAN MIKHAIL, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Keefe took questions from the Board. She advised them that the family bathroom has been completed and has been opened. They discussed some of the stats included in the packet.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting as well as their work on the strategic plan. She acknowledged Keefe's 11th anniversary at HPL.

COMMITTEE REPORTS

A. Facilities

None

B. Finance & Personnel

None

C. Library Policies

Covered under New Business.

D. Art Advisory Commission

None

E. Friends

The Friends will meet next month.

F. Strategic Planning

John Bloomfield and Karen Keefe met with Ivy Group earlier this month. They decided on peer libraries to use for benchmarking. They discussed upcoming activities and reviewed the timeline. All Trustees have been interviewed. Bloomfield gave an overview of the process. Ivy Group has been very responsive.

UNFINISHED BUSINESS

A. Funds Transfer Resolution

This was on last month's agenda but could not be voted on pending final postings from the Village. These have been received and were what we were expecting. The Finance Committee has recommended a transfer of \$550,000.00 to the capital reserve.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE FUNDS TRANSFER RESOLUTION OF \$550,000.00 FOR FY2021 WAS UNANIMOUSLY APPROVED.

B. Staff Recognition Expenses

Keefe has been following up with legal counsel regarding using tax dollars on staff recognition expenses. The second attorney she consulted confirmed that the Board has broad discretion to approve these purchases. Rather than seek additional legal advice and incurring additional expenses, the Board agreed to ask the Finance Committee to develop a policy governing staff recognition expenses. That Policy will come to the full Board for approval.

NEW BUSINESS

A. Confidentiality of Records Policy

Red-lined and clean copies of the policy were included in the packet and changes were reviewed with the Board. It was decided to include the word "patron" in the name of the policy.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY APPROVED THE CONFIDENTIALITY OF PATRON RECORDS POLICY AS AMENDED.

B. PCI Security 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 JOHN BLOOMFIELD AND SECONDED BY JULIE LIESSE, THE BOARD UNANIMOUSLY APPROVED THE PCI SECURITY POLICY.

C. Behavior 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 MEGAN MIKHAIL AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE BEHAVIOR POLICY.

D. Room Use 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 MEGAN MIKHAIL AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE BEHAVIOR POLICY.

E. Operational Changes

Keefe reported there doesn't seem to be a need for any changes at this time. Most staff continue to wear masks. Youth Services are planning some outdoor programs this spring and summer. They will also be holding some indoors, as well. Adult programming is in-person, online, and hybrid. There is nothing to vote on at this time.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

The Trustees discussed some of the publicity and statistics included in the packet. Keefe will verify the registered borrowers.

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 7:46 PM.