

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
April 26, 2022

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:03 p.m. on April 26, 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 (remote); Nancy Marvan, Office Manager

CITIZENS' COMMENTS

None

ON A MOTION BY KIM KIYOSAKI 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. They discussed some of the statistics included in the packet. They discussed having the YS program stats broken down by age or grade. She informed the Board that our I.T. Assistant, Mike Engelhardt, passed away last week.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting.

COMMITTEE REPORTS

A. Facilities

Covered under New Business.

B. Finance & Personnel

Covered under New Business.

C. Library Policies

Covered under New Business.

D. Art Advisory Commission

Keefe reported they will be selecting a meeting date soon to discuss upcoming art exhibits.

E. Friends

The Friends met April 11th. They will be sponsoring the summer and fall After-Dark events. They have agreed to make a donation to the Library for staff recognition expenses.

F. Strategic Planning

Bloomfield gave an overview of what progress has been made so far. The Staff and Board workshops will be held tomorrow.

UNFINISHED BUSINESS

NEW BUSINESS

A. Purchasing and Authority to Spend 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 KIM KIYOSAKI, THE BOARD UNANIMOUSLY APPROVED THE PURCHASING AND AUTHORITY TO SPEND POLICY AS AMENDED.

B. Staff and Board Recognition Policy

The goal of this new policy is to make staff recognition expenditures be very transparent. The Library will provide \$1,000 per year for certain performance and milestone recognition expenses. The Friends approved donating up to \$3,000 per year for expenses that fall outside of the Board's guidelines for spending budgeted library funds. Keefe will have the Village include another budget line for the staff recognition line that comes from the Friends or any other external donation. Staff will request a check from the Friends every 6 months for the expenses that have been incurred.

ON A MOTION BY KIM KIYOSAKI AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED THE STAFF AND BOARD RECOGNITION POLICY AS AMENDED.

C. Terrance Electric Lighting Proposal

Keefe reviewed the proposal from Terrance Electric with the Board. This project is to replace the fluorescent bulbs with drivers and LED bulbs. This will be done throughout the library until the funds are spent. They will not replace any in the CMR at this time. This expense will be paid out of the capital fund.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM TERRANCE ELECTRIC TO INSTALL LED LIGHTS IN THE LIBRARY FOR A COST NOT TO EXCEED \$10,000.00.

D. Library Open on Sunday, May 29

Liesse explained that the high school has finals the week after Memorial Day. When the library closed dates were approved last Fall, this was not on their calendar. We normally would be closed the Sunday before Memorial Day. Remaining open would allow the students to take advantage of our Final Services program to study.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED HAVING THE LIBRARY REMAIN OPEN THE SUNDAY BEFORE MEMORIAL DAY.

E. Internal Controls Review

Marvan provided an overview of how supply orders are processed and paid. Orders are accepted only from the Manager who oversees that budget line. Invoices are routed to the Managers for confirmation of receipt as well as authorizing payment. Once approved, they are entered into the Munis system where Keefe has final approval.

F. 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 KIM KIYOSAKI, THE RECOMMENDATION TO KEEP THE EXECUTIVE SESSION MINUTES CLOSED WAS UNANIMOUSLY APPROVED.

G. Emergency Operational Changes
None

H. Adjourn to Executive Session-Personnel Annual Review of Executive Director Illinois Open Meetings Act 5 ILCS 120/2 (C) (1)

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 7:52 PM.

I. Reopen Public Meeting

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY KIM KIYOSAKI, THE MEETING OF THE BOARD OF TRUSTEES OF THE HINSDALE PUBLIC LIBRARY WAS RECONVENED AT 8:41 PM.

J. Recommendation for Executive Director Annual Review

ON A MOTION BY KIM KIYOSAKI AND SECONDED BY JOHN BLOOMFIELD, THE BOARD VOTED TO APPROVE THE COMPENSATION RECOMMENDATION FOR THE EXECUTIVE DIRECTOR, AS DISCUSSED IN THE EXECUTIVE SESSION OF THE SAME EVENING.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

None

ADJOURNMENT

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DICK MUNSON, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:43 PM.