

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
August 23, 2022

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:01 p.m. on August 23, 2022.

Present: Julie Liesse, President; Emily Zeng, Vice President; John Bloomfield, Treasurer; Denise Wong, Secretary (phone); 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 DICK MUNSON AND SECONDED BY EMILY ZENG, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

Keefe took questions on her written report. The numbers for the YS Summer Reading program are coming back up. They are close to what they were pre-pandemic. The Board discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the Strategic Planning meeting as well as the Board meeting. She thanked the three Trustees who will be attending the ILA conference next month. She reminded them that the election is coming up in April of 2023. There may be no caucus again this year. She encouraged them to be watchful of friends or neighbors who would be a suitable candidate for the Library Board. Petitions can start circulating soon, but an exact date has not been determined.

COMMITTEE REPORTS

A. Facilities

Covered under New Business.

B. Finance & Personnel

None

C. Library Policies

Covered under New Business.

D. Art Advisory Commission

The Commission will be meeting in September. There will be a Fall display with a reception in October.

E. Friends

None

F. Strategic Planning

Keefe will be meeting with Lizzy Boden, Adult Services Manager to update her on the August 12 planning session. Ivy Group will be providing a draft plan in a couple of weeks.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. By-Laws Policy

Red-lined and clean copies of the policy were included in the packet. Munson reviewed the changes the Policy Committee discussed.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE BY-LAWS POLICY.

B. Prohibited Gift Policy

Red-lined and clean copies of the policy were included in the packet and changes were reviewed with the Board. This policy is mandated by the State.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY KIM KIYOSAKI, THE BOARD UNANIMOUSLY APPROVED THE PROHIBITED GIFT POLICY.

C. Reference 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 REFERENCE POLICY.

D. TBS Kiosk Proposal

Keefe advised the Board that the current coin towers we use for public printing are 14 years old. They include a credit card swipe that is using 3G, and it has become impossible to get a signal. We are only able to use cash at this time. This printing station is a great service to the community.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM TODAY'S BUSINESS SOLUTIONS, INC, TO FURNISH 2 PRINTING KIOSKS WITH CREDIT CARD READERS FOR A PRICE NOT TO EXCEED \$11,000.00.

E. Window Replacement Architect Proposal

Keefe reviewed the proposal from Product Architecture + Design with the Board. They have worked extensively with libraries and will be able to help us get the bids we need. They are aware they will need to maintain similar aesthetics to match the rest of the building.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM PRODUCT ARCHITECTURE + DESIGN FOR A PRICE NOT TO EXCEED \$20,000.00.

F. Trustee Expense Approval

Copies of expenses incurred for the trustees were included in the packet. These include lunch expenses at the Special Strategic Planning Meeting totaling \$67.04. Three Trustees will be attending the Illinois Library Association conference. These expenses will not exceed \$750.00.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY KIM KIYOSAKI, THE BOARD UNANIMOUSLY APPROVED TRUSTEE EXPENSES NOT TO EXCEED \$820 FOR THE STRATEGIC PLANNING MEETING AND THE UPCOMING ILLINOIS LIBRARY ASSOCIATION CONFERENCE.

G. Closing for Staff Development Day

Keefe advised the Board that she would like to close the Library on Friday, October 21, 2022, for a staff development day. This will be the first since the pandemic. She provided some of the plans for the day and let them know they are welcome to attend.

ON A MOTION BY EMILY ZENG AND SECONDED by JOHN BLOOMFIELD, THE BOARD APPROVED CLOSING THE LIBRARY ON OCTOBER 21, 2022, FOR STAFF DEVELOPMENT DAY.

H. Database Usage Report

A spreadsheet detailing our databases was included in the packet. This included total cost of the database, usage, and cost per use. Keefe reviewed these statistics with the Board. They discussed the need to market these databases more. The Board thanked Lizzy Boden, Adult Services Manager, for the detailed report.

I. Board Response Training

The Board discussed recent first amendment audits and materials challenges at other libraries. Keefe has been talking to Chief King from the Hinsdale Police Department about how the Hinsdale Police Department can support the Library in responding to disruptive behavior. Chief King will be one of the presenters at the all-staff day in October. King told Keefe that the Board can always recess or adjourn a meeting if visitor behavior is interfering with Board's ability to get its work done. The Board asked Keefe to look for options of crisis response training.

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 8:32 PM.