

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
September 27, 2022

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:03 p.m. on September 27, 2022.

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

Also Present: Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager; Brian LeFevre, Sikich, LLP

CITIZENS' COMMENTS

None

ON A MOTION BY DENISE WONG AND SECONDED BY KIM KIYOSAKI, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

Keefe took questions on her written report. She advised the Board that the Library would be requesting proposals for a new cleaning company. She has been working on the RFP with Bob Bell, IT & Facilities Manager. Bob is also in the process of hiring an IT Assistant. The position has been open since April. Keefe met with Hinsdale Central and discussed the possibility of having classes for adults in their instructional kitchens, pottery studio, or dark room. The Board discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. She reported that Mikhail will be chairing the Facilities Committee going forward. She advised the Board that the Policy Committee will be meeting to review the Room Use Policy again to review availability for political groups.

COMMITTEE REPORTS

A. Facilities

None

B. Finance & Personnel

None

C. Library Policies

Covered under New Business.

D. Art Advisory Commission

The Commission met September 22nd. Eve Ozer will have her art displayed in the Quiet Room from October 4th through early January. There will be a reception on October 27th. Kiyosaki reported the Commission discussed possible exhibits for 2023.

E. Friends

Kiyosaki reported the Friends will be sponsoring Trivia Night next month.

F. Strategic Planning

The Committee will be meeting this Thursday to discuss the draft plan provided by Ivy Group. Ivy will be joining the meeting later to hear Library feedback. It may be possible to have a final plan by the October Board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Audit Presentation

Mr. Brian LeFevre explained and reviewed the audit with the Board. He gave an overview of the audit process for the Trustees. He took questions from the Board and reported that the audit was completed without difficulty. He confirmed there are good internal controls in place.

B. Audit Acceptance

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DICK MUNSON AND A ROLL CALL VOTE, THE 2021 ANNUAL FINANCIAL REPORT WAS UNANIMOUSLY ACCEPTED.

C. Circulation Policy

Red-lined and clean copies of the policy were included in the packet. Munson reviewed changes with the Board.

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

D. Cybersecurity Policy

This requires additional review by the Policy Committee and was not presented.

E. collectionHQ Proposal

Keefe reviewed the proposal from Baker and Taylor and explained the platform to the Board. Lizzy Boden, Adult Services Manager, has reviewed the software currently being used at the Glen Ellyn Library. This will be a significant help in selecting, managing, and promoting the Library's various collections. The first year is \$12,375.00 and includes the set-up fee. It will be approximately \$7500.00 annually after the first year.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY KIM KIYOSAKI, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM BAKER & TAYLOR FOR THE COLLECTION HQ PLATFORM FOR A PRICE NOT TO EXCEED \$12,375.00 FOR ONE YEAR.

F. Operational Changes

Keefe discussed removal of the plexiglass around the public service desks. She will coordinate the removal with the various departments. She will request that AS & PS be done at the same time.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MEGAN MIKHAIL, THE BOARD UNANIMOUSLY APPROVED REMOVING THE PLEXIGLASS AROUND THE PUBLIC SERVICE DESKS.

G. Board Response Training

The Board discussed the training suggestions Keefe had provided in dealing with disruptive behavior. It was agreed that not engaging with the individual is best. The meeting should be recessed or adjourned if necessary. Chief King will be discussing de-escalation at the all-staff day. Keefe was asked to look for legal recommendations for handling disruptive situations.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

None

ADJOURNMENT

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:45 PM.