

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes
Tuesday, October 11, 2022, at 5:00 p.m.

Present: John Bloomfield, Treasurer; Emily Zeng, Vice-President; Denise Wong, Secretary; Dick Munson, Trustee

Also Present: Karen Kleckner Keefe, Executive Director; Robert Bell, IT & Facilities Manager

Bloomfield called the meeting to order at 5:01 p.m.

Approve Committee Minutes

On a motion by Dick Munson and seconded by Denise Wong, the minutes of the August 30, 2022, meeting of the Finance Committee were unanimously approved.

2022 IT Initiatives

IT & Facilities Manager Bob Bell reviewed recommend upgrades to the Library's IT infrastructure and related costs. He is recommending moving from current Comcast ISP services to fiber with a 5G fail-over solution. He also recommends switching to a Tier One level voice carrier. Potential hardware costs include new port switches, wireless access points, and security appliance. Hardware upgrades would be done in conjunction with a project to remove extraneous wiring and simplify management of the Server Room.

The committee recommended waiting on hardware and wiring projects until there is further Board discussion on potential strategic plan initiatives that would expand wi-fi beyond the Library's current footprint.

John Bloomfield asked Bob if he could work on a 5-year IT Strategic Plan.

Draft 2023 Salary Schedule

The Committee reviewed the revised salary schedule for 2023. Executive Director Keefe explained that she is not recommending any significant changes to rates or classification, knowing that HRsource will be hired in 2023 to evaluate the Library's compensation system.

The committee asked that the number of people in each range be added.

2022 Revised Operating Budget

The Committee reviewed the budget lines where Keefe and staff project they will be underspent and where they will need additional money. Children's programs, for example, had higher attendance and higher costs than originally planned.

They discussed updating the current budgeted amounts based on YTD spending or leaving them as is and being prepared to answer questions about the difference in projected versus actual spending.

Draft 2023 Operating Budget

Keefe presented a first draft of a 2023 operating budget—noting the areas where additional information from the Village or other sources was required.

She also reviewed the budget lines that she would recommend increasing based on discussions relating to the strategic plan.

The Facilities Committee will meet to evaluate 2023 capital projects and make a capital budget recommendation to the Finance Committee before their next meeting.

Other Business

None

Adjournment

There being no other business before the committee, on a motion by Emily Zeng and seconded by Dick Munson, the committee unanimously agreed to adjourn at 6:21 p.m.

Approved: 11-3-2022