

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
October 25, 2022

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:03 p.m. on October 25, 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

CITIZENS' COMMENTS

None

ON A MOTION BY DICK MUNSON AND SECONDED BY KIM KIYOSAKI, THE CONSENT AGENDA WAS APPROVED.

EXECUTIVE DIRECTOR'S REPORT

Keefe took questions on her written report. She reported on some of the activities worked on during the all-staff day. The first After Dark Trivia Night in 3 years was well attended. The new coin towers have been installed. She advised the Board that Bob Bell, IT & Facilities Manager, is looking into having a fiber-optic internet connection installed for the Library. The Board discussed some of the statistics included in the packet.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. Munson and Kiyosaki shared some of their take-aways from Trustee Day at the Illinois Library Association conference.

COMMITTEE REPORTS

A. Facilities

Covered under New Business.

B. Finance & Personnel

Covered under New Business.

C. Library Policies

None

D. Art Advisory Commission

There is an art reception this Thursday for Eve Ozer. Her work is currently displayed in the Quiet Room.

E. Friends

The Friends will be meeting on November 14, 2022.

F. Strategic Planning

Bloomfield gave an overview of the last meeting. They will meet one more time to finalize the draft plan provided by Ivy Group.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. FY23 Budget Review

A copy of the proposed FY23 budget was included in the packet. Bloomfield and Keefe reviewed line items with the Board. They are allowing for changes that the new initiatives from the strategic plan may have on particular budget lines. They also reviewed the capital fund and upcoming projects. The FY23 budget will be on the November agenda for approval.

B. FY23 Tax Levy Max

The levy process was reviewed with the Board. Keefe advised them that because the Village intends to increase their levy by more than 5% over last year's extension, they will be holding a public meeting to present their proposed budget. This escalates our normal timeline for submitting our levy request. After reviewing the budget, capital projects and strategic plan initiatives, the Finance Committee's recommendation is to levy for an amount not to exceed 4.5% above last year's extension, which is \$3,488,448.00. The Committee and the Board will have additional time after the public hearing to make a final recommendation.

ON A MOTION BY DICK MUNSON AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, A TAX LEVY AMOUNT NOT TO EXCEED \$3,488.448.00 FOR FISCAL YEAR 2023 WAS UNANIMOUSLY APPROVED.

C. Oakbrook Mechanical Motor Replacement Proposal

A copy of the proposal was included in the packet. The supply fan motor on rooftop unit 2 needs replacing. This is a labor-intensive project that will include multiple workers to disassemble the unit as well as a crane to move the equipment to and from the rooftop. Keefe explained the advantage of using Oak Brook Mechanical, since they are extremely familiar with the system.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM OAK BROOK MECHANICAL TO REPLACE THE MOTOR ON ROOFTOP #2 FOR A PRICE NOT TO EXCEED \$12,000.00.

D. Cleaning Company Proposal

Mikhail reported the Facilities Committee reviewed the contracts that were received. They are recommending the proposal from Image One. Their references were all positive. Their monthly rate will be \$3,900.00 and it is a 2-year contract.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY APPROVED THE PROPOSAL FROM IMAGE ONE FOR CUSTODIAL SERVICES FOR A PRICE NOT TO EXCEED \$3,900.00 PER MONTH.

E. 2023 Closing Dates

A copy of the proposed 2023 closing dates was included in the packet. The only variance from previous years is we will be open on the Sunday before Memorial Day and Labor Day.

ON A MOTION BY KIM KIYOSAKI AND SECONDED BY DENISE WONG, THE 2023 LIBRARY CLOSING DATES WERE UNANIMOUSLY APPROVED.

F. 2023 Board Meeting Dates

A copy of the proposed 2023 closing dates was included in the packet. It will be determined if it is necessary to reschedule the March meeting due to Spring Break.

ON A MOTION BY DENISE WONG AND SECONDED BY KIM KIYOSAKI, THE 2022 BOARD MEETING DATES WERE UNANIMOUSLY APPROVED.

G. Internal Controls Review

Marvan provided an overview of the Library's accounts receivable procedures. This included taking in monies as well as preparing deposits.

H. 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 DICK MUNSON, THE RECOMMENDATION TO KEEP THE EXECUTIVE SESSION MINUTES CLOSED WAS UNANIMOUSLY APPROVED.

CITIZEN COMMENTS

None

TRUSTEE COMMENTS

Liesse reminded the Board they will be voting on the budget and final levy next month.

ADJOURNMENT

ON A MOTION BY DENISE WONG AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:15 PM.