

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
**OF THE VILLAGE OF HINSDALE**  
December 6, 2022

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:06 p.m. on December 6, 2022.

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

**Also Present:** Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager; Julia Prince, The Ivy Group (via Zoom); Sarah Hamfeldt, The Ivy Group, (via Zoom)

**CITIZENS' COMMENTS**

None

**ON A MOTION BY DICK MUNSON 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. She let them know she was unable to attend the LJ Summit listed in her report. The Board discussed some of the statistics included in the packet.

**PRESIDENT'S REPORT**

Liesse thanked everyone for attending the meeting. This is the last meeting of the year, and she requested them to check their schedules and advise her of any meetings they may be unable to attend next year.

**COMMITTEE REPORTS**

**A. Facilities**

None

**B. Finance & Personnel**

Covered under New Business.

**C. Library Policies**

Covered under New Business.

**D. Art Commission**

They will be meeting this week.

**E. Friends**

The Friends met November 14, 2022. They will be supporting the February After Dark Event.

**F. Strategic Planning**

Covered under New Business.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A. FY2023 Budget Approval**

A copy of the proposed budget was included in the packet. Keefe advised them of a change in our insurance premiums and deductibles. The IRMA premium is doubling this year because we lost several no-claim discounts.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE FY2023 BUDGET.**

### **B. FY2023 Tax Levy Resolution Approval**

The levy request had been reviewed with the full Board at the last meeting. Keefe and Bloomfield reviewed the proposed levy and capital fund transfer. They explained how the transfer and budget impacts the amount the library levies for. It is the Board's responsibility to ensure that they request a levy amount that is sufficient to fund the Library. The Finance Committee's recommendation is to levy for 4% which amounts to \$3,473,870.00.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG AND A ROLL CALL VOTE, THE TAX LEVY RESOLUTION IN THE AMOUNT OF \$3,473,870.00 FOR FISCAL YEAR 2023 WAS UNANIMOUSLY APPROVED.**

### **C. Per Capita Grant Approval**

Keefe explained the Per Capita Grant application process to the Board. A copy of the application was included in the Board packet.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE PER CAPITA GRANT APPLICATION WAS UNANIMOUSLY APPROVED.**

### **D. Compensation Benchmarking Proposal Approval**

A copy of the proposal from HR Source was included in the packet. Keefe noted that this project would be scheduled after it is approved but could be several months out. She will provide more details as they become available.

**ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MEGAN MIKHAIL, THE PROPOSAL FROM HR SOURCE TO PROVIDE A COMPENSATION BENCHMARKING ANALYSIS FOR A COST NOT TO EXCEED \$6,750.00 WAS UNANIMOUSLY APPROVED.**

### **E. Strategic Plan Approval**

Sarah Hamfeldt and Julia Prince with The Ivy Group, reviewed the plan they prepared with the Board. Keefe is working on a document to track the goals and initiatives.

**ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY KIM KIYOSAKI, THE STRATEGIC PLAN WAS UNANIMOUSLY APPROVED.**

### **F. Public Comment Policy Approval**

This policy was reviewed again to include behaviors at public meetings.

**ON A MOTION BY DICK MUNSON AND SECONDED BY KIM KIYOSAKI, THE BOARD UNANIMOUSLY APPROVED THE PUBLIC COMMENT POLICY AS AMENDED.**

**G. Cybersecurity Policy Approval**

This was tabled until next month.

**H. Art Policy Approval**

A copy of the policy was included in the packet and changes were reviewed with the Board. The policy was streamlined to make it easier to read and understand.

**ON A MOTION BY DICK MUNSON AND SECONDED BY KIM KIYOSAKI, THE BOARD UNANIMOUSLY APPROVED THE ART POLICY.**

**I. March Board Meeting Date**

The regularly scheduled meeting in March will interfere with the schools and spring break. It was agreed to switch this meeting to the 3<sup>rd</sup> Tuesday that month.

**ON A MOTION BY KIM KIYOSAKI AND SECONDED BY EMILY ZENG, THE MARCH BOARD MEETING WILL BE HELD MARCH 21, 2023.**

**CITIZEN COMMENTS**

None

**TRUSTEE COMMENTS**

None

**ADJOURNMENT**

**ON A MOTION BY DICK MUNSON AND SECONDED BY EMILY ZENG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:41 PM.**