

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
February 28, 2023

President Liesse called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:03 p.m. on February 28, 2023.

Present: Julie Liesse, President; Emily Zeng, Vice President; John Bloomfield, Treasurer; Denise Wong, Secretary; Megan Mikhail, Trustee; Kim Kiyosaki, Trustee (via phone)

Absent: Dick Munson, Trustee

Also Present: Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager; Lizzy Boden, Adult Services Manager; Magda Sokolowski, Citizen; Ying Lucy Zhou, Citizen; George Wiebe, Chicago Tribune

CITIZENS' COMMENTS

Sokolowski and Zhou are running for library board. Wiebe introduced himself as an employee of the Chicago Tribune and who was recently assigned our area.

ON A MOTION BY DENISE WONG AND SECONDED BY MEGAN MIKHAIL, THE CONSENT AGENDA WAS APPROVED.

Boden presented her annual report to the Board. The Board was appreciative of the work the Adult Services staff has been doing and are excited for the initiatives they have planned for this year.

EXECUTIVE DIRECTOR'S REPORT

In addition to her written and annual reports, Keefe took questions from the Board. They noted the significant increase in social media presence. Thank you to Molly for her efforts. Keefe advised them that the meeting with the Historic Preservation Commission regarding the window replacement project was cancelled. She will be meeting with them April 5th. She updated them on her progress with hiring for the Office Manager position.

PRESIDENT'S REPORT

Liesse thanked everyone for attending the meeting. The Nominating Committee will include the three outgoing board members. They will present a slate of officers to the Board at the April meeting for approval. The Board will continue discussing moving toward a Committee of the Whole. Liesse will begin revising the by-laws policy for the Policy Committee to review.

COMMITTEE REPORTS

A. Facilities

None

B. Finance & Personnel

Covered under New Business.

C. Library Policies

None

D. Art Commission

None

E. Friends

None

F. Strategic Planning

Covered under New Business.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Corrected Appropriation Resolution Budget

Bloomfield explained the correction to the Board and a copy was included in the packet. The amount of the appropriation did not change.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY DENISE WONG, THE CORRECTED APPROPRIATION BUDGET IN THE AMOUNT OF \$4,895,873.00 FOR FISCAL YEAR 2023 WAS UNANIMOUSLY APPROVED.

B. Funds Transfer Resolution

Bloomfield and Keefe reviewed the capital transfer process with the Board. This is for FY2022. They have been reviewing the operating and capital budget lines to determine the upcoming projects and the amount to transfer to fund these. The money is transferred from the operating budget to the capital reserve and can be used for capital projects only. The Finance Committee recommends that the Board approve a transfer of \$500,000.00 to the capital reserve.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG AND A ROLL CALL VOTE, THE FUNDS TRANSFER RESOLUTION IN THE AMOUNT OF \$500,000.00 FOR FY2022 WAS UNANIMOUSLY APPROVED.

C. Strategic Plan Tactics Approval

Keefe shared the dashboard outlining the strategic plan tactics. They discussed the various ways of reporting so we would be able to quantify the success of the plan.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY JOHN BLOOMFIELD, THE STRATEGIC PLAN TATICS WERE UNANIMOUSLY APPROVED.

D. IPLAR Approval

A copy of the Illinois Public Library Annual Report was included in the packet. Keefe advised the Board that this data is collected using our statistical reports. Completing this report annually is required to qualify for the Per Capita Grant.

ON A MOTION BY EMILY ZENG AND SECONDED BY MEGAN MIKHAIL, THE IPLAR REPORT WAS UNANIMOUSLY APPROVED.

E. Non-Resident Library Card Resolution

Liesse explained the process to the Board. The different methods available to charge non-residents for a library card were discussed. Keefe recommends continuing to use the flat fee method. The cost for a household would be \$575 per year. By approving non-resident cards, the library is now required to follow the provisions for the Cards for Kids Act.

ON A MOTION BY DENISE WONG AND SECONDED BY JOHN BLOOMFIELD AND A ROLL CALL VOTE, THE NON-RESIDENT CARD PROGRAM RESOLUTION WAS UNANIMOUSLY APPROVED.

F. Adult Programming Assistant Position Approval

A copy of the job description for an Adult Programming Assistant position was included in the packet. This will be a full-time position and will focus on coordinating programs and creating partnerships within the community. This will be helpful in attaining new strategic goals.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY MEGAN MIKHAIL, THE NEW ADULT PROGRAMMING ASSISTANT POSITION WAS UNANIMOUSLY APPROVED.

CITIZEN COMMENTS

The citizens in attendance commented on Maureen Claffy's art program series at the Library and what a great addition it is. They also asked for some clarity on non-resident library cards.

TRUSTEE COMMENTS

None

ADJOURNMENT

ON A MOTION BY EMILY ZENG AND SECONDED BY DENISE WONG, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:01 PM.