

Hinsdale Public Library
Board Meeting Minutes
Community Meeting Room
Tuesday, August 22, 2023, 7 pm

I Call to order

President Bloomfield called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:05 p.m. on August 22, 2023.

Present: John Bloomfield, President; Megan Mikhail, Treasurer; Chun Ye, Trustee; Dick Munson, Trustee; Magda Sokolowski, Vice President; Lucy Zhou, Secretary

Remote: Kim Kiyosaki, Trustee (participating as allowed by 5 ILCS 120/)

Also Present: Karen Kleckner Keefe, Executive Director; Katherine Wesel, Office Manager

II Citizens' Comments

None

Action

III Consent Agenda

- Approval of the 6/27/23 Library Board Meeting Minutes
- Treasurer's Report
- Accounts Payable

Consent
Consent
Consent

Bloomfield asked about the status of the income tax.

MOTION: MOTION TO APPROVE THE CONSENT AGENDA

FIRST: MUNSON

SECOND: MIKHAIL

UNANIMOUS APPROVAL

IV Executive Director's Report

Information

Keefe to review the Audit Report with the auditor coming to the September board meeting. Keefe asked the group if they had concerns around the bomb threats to local libraries and did an overview of our Security Threat protocol. She will keep us posted as she hears more through credible channels. Mikhail asked what the highlights of the summer were and Keefe responded with the variety of Adult Services programs offered and the number of Youth Services programs attended.

V President's Report

Information

Bloomfield summarized that HPL is moving forward with many things including the Space Audit, which leans into the budget. One of the things HPL is intending for this year is trying to make monthly reports more meaningful. Submission due date of the tax levy will depend on the timing of the Village Board meetings. Usually HPL approves in November, and then the Village approves in December. The challenge with the levy is that there is no going backwards.

Bloomfield and Keefe are spending time on our policies and also looking at management training.

VI Other Reports

- A. Facilities **Information**
No Space Audit firm interview meetings yet, but four have been scheduled with architects on Thursday and Friday of this week. Keefe is working on putting something in writing where the contractor will store the four round windows at no charge until they can be installed in the Spring of 2024.

- B. Finance & Personnel **Information**
None

- C. Library Policies **Information**
Under New Business

- D. Art Commission **Information**
Nothing new yet

- E. Friends **Information**
They have a meeting on September 19th and there is a new committee member joining the board.

VII Unfinished Business
None

VIII New Business

- A. Collection Development Policy Update **Action**
Bloomfield would like to update the charts to make them more relevant. Updates reflected from the COTW.

MOTION: ADOPTION OF THE COLLECTION DEVELOPMENT POLICY

FIRST: MUNSON

SECOND: ZHOU

UNANIMOUS APPROVAL

- B. Disposal of Library Property Policy **Action**
The only change is that those who set the price cannot purchase, as discussed in the COTW

MOTION: ADOPTION OF THE DISPOSAL OF LIBRARY PROPERTY POLICY

FIRST: MUNSON

SECOND: MIKHAIL

UNANIMOUS APPROVAL

- C. Personnel Policy Update **Action**
 - a. Section 200
Nepotism policy updated and added step-relationships to family structure from the COTW work.

MOTION: ADOPTION OF THE PERSONNEL POLICY, SECTION 200

FIRST: MUNSON

SECOND: CHUN YE

UNANIMOUS APPROVAL

b. Section 400

Action

The WFH Policy. Keefe has made discussed adjustments based on conversations between her and Bloomfield.

MOTION: TENTATIVELY APPROVE OF COTW RECOMMENDATION TO ADOPT SECTION 400 AND PUT IT INTO PLACE ONCE HR SOURCE HAS REVIEWED AND APPROVED

FIRST: BLOOMFIELD

SECOND: MIKHAIL

UNANIMOUS APPROVAL

D. Database Use Report

Information

Keefe and Bloomfield reviewed the report. Mikhail would like to see more focus on bringing databases to the forefront of social media and patron story telling.

E. Values Statement Draft

Information

Munson drafted Values and they reviewed by the library management team. He will make another pass incorporating feedback from the board and management team around key words and bring back to the next board meeting for final approval.

F. Open 1 pm on November 10, 2023: Staff Development

Action

Keefe would like to open the library at 1pm for Staff Development Day on Friday, November 1, 2023, where we will fulfill staff requests for training and review progress of the Strategic Plan.

MOTION: MOVE TO APPROVE STAFF DEVELOPMENT DAY

FIRST: MUNSON

SECOND: MIKHAIL

UNANIMOUS APPROVAL

IX Citizens' Comments

None

X Trustee Comments

Munson: Can the board get updated on what the agenda looks like for the Staff Day?

XI Schedule of Upcoming Meeting/Events

Committee of the Whole	Sept. 19	12 pm
Art Commission Meeting	TBD	TBD
Friends of the Library	Sept. 19	6:30 pm
Library Board Meeting	Sept. 26	7:00 pm

XII Adjournment

Action

MOTION: ADJOURNMENT AT 08:06

FIRST: MIKHAIL

SECOND: YE

UNANIMOUS APPROVAL