

Hinsdale Public Library Board of Trustees Meeting

Community Meeting Room

Tuesday, June 27, 2023, 7:00 p.m.

7:00 PM Opening of Meeting

I Call to order Action

President Bloomfield called the meeting of the Board of Trustees of the Hinsdale Public Library, Committee of the Whole to order at 7:00 on June 20, 2023.

Present: John Bloomfield, President; Megan Mikhail, Treasurer; Ying 'Lucy' Zhou, Secretary; Kim Kiyosaki, Trustee; Dick Munson, Trustee; Chun Ye, Trustee (Bloomfield left at 8:03; Munson left at 8:15)

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

Citizens: None

II Citizens' Comments

None

III Consent Agenda

- A. Approval of the 5/23/23 Library Board Meeting Minutes
- B. Treasurer's Report
- C. Accounts Payable

On a motion by Dick Munson and seconded by Chun Ye, the consent agenda was unanimously approved.

IV Executive Director's Report

In addition to her report, Keefe provided the following updates: HPL has ~1000 children and ~200 teens participating in the Summer Reading Program. Keefe attended the American Library Association (ALA) conference in Chicago. She confirmed that HPL's digital circulation is on par with almost all other libraries she encountered—around 20%. Other libraries have also seen the disappearance of the 'Friday night DVD renters' foot traffic post-pandemic. She also provided a brief overview of Illinois' new legislation related to library funding and collection development requirements.

V President's Report

Bloomfield also attended the ALA Conference in Chicago and found it very welcoming as a library Trustee. He was impressed by the library technology on the exhibit floor and confirmed that we are a very fortunate library from many perspectives. Dick Munson also attended the conference and attended sessions on intellectual freedom. Both would like to work with the Library to create a list of values for HPL to help support our decisions, the Strategic Plan, and our connection to the Hinsdale community.

VI Other Reports

A. Facilities

No leaks were reported over the past week with the heavy rains. We are waiting to hear back from Krull (window replacement vendor) to confirm that orders were successfully placed.

B. Finance & Personnel

John Kokoris will be joining HPL as the new Marketing Manager and will bring a wealth of experience to the position. He starts July 17th.

C. Library Policies

Addressed in New Business

D. Art Commission

Has not met, but an Art Reception is scheduled for July 20th.

E. Friends

The Friends of the Library will be boosted by new Marketing Manager. There is an opportunity to get the Junior Advisory Board (JAB) involved in future engagements – including a JAB/Friends Mixer where the JAB Members bring their guardians to try and get them involved with the Friends of the Library. Kiyosaki reported that the Friends are doing well.

VII Unfinished Business

A. Village Patio Project

Included in packet was the wish list from the Library Management team that was requested at the COTW meeting. The Village and Library will discuss using a Memorandum of Understanding or Intergovernmental Agreement to establish shared expectations if the project evolves. The Board recommended limiting the Library's contribution to 50% of the project total, up to \$200,000.

On a motion by Kim Kiyosaki and seconded by Megan Mikhail, the motion to allow Keefe to move forward with conversations about the Patio Project with the Village was approved by a majority vote. Dick Munson abstained.

B. Master Plan RFQ

Keefe reviewed the value of a Building Master Plan to develop an understanding of how the space is used, opportunities for improvement, and a staged approach to facility enhancements which will take into consideration the Library's existing plan for system and furniture replacements.

On a motion by Dick Munson and seconded by Kim Kiyosaki, the proposal to move forward with the Master Plan/Space Audit RFQ was unanimously approved. Bloomfield was not present for the vote.

VIII New Business

A. Travel Reimbursement Policy

On a motion by Kim Kiyosaki and seconded by Chun Ye, the motion to approve the travel reimbursement policy was unanimously approved. Bloomfield and Munson were not present for the vote.

B. Approval of Trustee Reimbursements

John Bloomfield requested \$63 for reimbursement for ALA Expenses.

On a motion by Lucy Zhou and seconded by Kim Kiyosaki, the motion to approve Bloomfield's expenses from the ALA Convention was unanimously approved. Bloomfield and Munson were not present for the vote.

C. Personnel Policy Update

a. Section 100

No Updates

On a motion by Kim Kiyosaki and Seconded by Lucy Zhou, the motion to approve Section 100 of the Personnel Policy unanimously. Bloomfield and Munson were not present for the vote.

b. Section 400

The Board asked Keefe to add language that would limit excessive "situational" WFH requests.

c. Appendix B

No Updates

On a motion by Chun Ye and seconded by Lucy Zhou, the motion to approve Appendix B of the Personnel Policy was unanimously approved. Bloomfield and Munson were not present for the vote.

d. Appendix C

The Board had no questions about the recommended changes to Appendix C.

On a motion by Kim Kiyosaki and seconded by Lucy Zhou, the motion to approve Appendix C of the Personnel Policy was unanimously approved. Bloomfield and Munson were not present for the vote.

D. Committee of the Whole Dates

On a motion by Chun Ye and seconded by Kim Kiyosaki, the motion to approve setting COTW Meeting times for the third Tuesday of the month at noon was unanimously approved. Bloomfield and Munson were not present for the vote.

IX Citizens' Comments
None

X Trustee Comments
None

XII Adjournment

On a motion Kim Kiyosaki and seconded by Chun Ye, the Board unanimously agreed to adjourn the regular meeting of the Hinsdale Public Library Board of Trustees at 8:27pm.