

**Hinsdale Public Library**  
Committee of the Whole Board Meeting Minutes  
Main Floor Board Room  
Tuesday, August 15, 2023, 12 pm

President Bloomfield called the meeting of the Committee of the Whole, Board of Trustees of the Hinsdale Public Library to order at 12:01 p.m. on August 15, 2023.

**Present:** John Bloomfield, President; Megan Mikhail, Treasurer; Chun Ye, Trustee; Dick Munson, Trustee

**Absent:** Magda Sokolowski, Vice President; Lucy Zhou, Secretary; Kim Kiyosaki, Trustee

**Also Present:** Karen Kleckner Keefe, Executive Director; Katherine Wesel, Office Manager; Lizzy Boden, Adult Services Manager

## **II Citizens' Comments**

None

## **III Minutes**

### **A. June 20, 2023**

- Adjustment: Personnel Meeting Right above: Pending clarification on work from home rules
- Adjustment: Add into Trustee Comments Section: A question was raised about the correct signatures on checks. It has been addressed since then.

ON A MOTION BY MEGAN MIKHAIL AND SECONDED BY CHEN YE, THE BOARD UNANIMOUSLY MOVED TO APPROVE THE MINUTES AS AMENDED.

## **IV Facilities**

### **A. Building Update**

- Efficiency ratings on windows have been discussed.
- Round Windows – Keefe to call Product A+D asking them if Krull can store the round windows at no cost if items arrive after weather is too cold to safely install.

### **B. Village Patio Project**

- Fundraising is in flight from the Village side. Library and Village to build out Memorandum of Understanding for cost of Patio Project: 50% of total price up to \$200k from the Library.

### **C. Space Audit**

- There was an Ad hoc Space meeting held Tuesday, August 8, 2023. Bids and firms were discussed.
- Keefe will schedule Zoom meetings with the four finalists next week.

## **V Finance & Personnel**

### **A. Compensation Benchmarking Study**

Keefe, Bloomfield, Mikhail, and Wessel had a call with HR Source to kick off the Library Compensation Study.

- Nine peer libraries were selected to include in the analysis.
- Target: See if HR Source can have info to us by the COTW meeting in September.

## **VI Policy**

### **A. Collection Development Policy**

- Bloomfield and Munson were concerned that the Community Profile seems like a lot of words – Keefe explained why she liked keeping it front and center – as a reminder that all selections are made with the community in mind.
- The Committee discussed the need for the policy to reflect non-print items. Munson suggested the using the term “collection of diverse media and materials”
- The Board discussed public challenges to items in the collection and how an ad hoc committee would function in reviewing a reconsideration request.
- Mikhail suggested adding the Library Bill of Rights to the appendix of the Policy.

A MOTION WAS MADE BY MUNSON AND SECONDED BY MIKHAIL TO RECOMMEND THAT THE BOARD APPROVE THE COLLECTION DEVELOPMENT POLICY WITH THE DISCUSSED CHANGES. THE MOTION PASSED UNANIMOUSLY.

### **B. Personnel Policy: Section 2**

- HR Source will review and recommend changes to the full personnel policy following Board review.
- Recommended Board changes: Change from step-kids to step-family, change “Directors” to “Directors and PICS,” confirm Illinois law re: firearms on premises,

### **C. Personnel Policy: Section 4 – Work from Home**

- Keefe had call with HR source about situational work from home. It is difficult to cap due FMLA and other reasons accommodations may be requested.
- Section 400 will outline three categories of Work from Home
  - Personal/Emergency
  - Project-based
  - Scheduled

A MOTION WAS MADE BY BLOOMFIELD AND SECONDED BY MIKHAIL TO RECOMMEND THAT THE BOARD APPROVE THE DISPOSAL OF LIBRARY PROPERTY POLICY WITH THE DISCUSSED CHANGES. THE MOTION PASSED UNANIMOUSLY.

### **D. Disposal of Library Property**

- Recommended Board change: The staff member that determines the sale values cannot make a purchase of that item.

A MOTION WAS MADE BY MIKHAIL AND SECONDED BY YE TO RECOMMEND THAT THE BOARD APPROVE THE DISPOSAL OF LIBRARY PROPERTY POLICY WITH THE DISCUSSED CHANGES. THE MOTION PASSED UNANIMOUSLY.

## **VII Other Business**

### **A. Values Statement**

Munson to draft Value Statements off suggestions that he submitted as examples.

## **VIII Citizens' Comments**

None

### **IX Trustee Comments**

- A question was raised about if employees are covered by good Samaritan laws? YES
- Light Show for Thursday 8/17/23: HPL did a dry run, making sure that the light show for the village and will be turning off the lights on the main floor of the Library by the windows at 8:45pm.
- Bloomfield: Purpose of COTW – missing members should catch up with Board member that was at the COTW Meeting to get notes so they are ready for the next Board Meeting.

### **X Adjournment**

A MOTION WAS MADE BY MUNSON AND SECONDED BY MIKHAIL TO CALL THE MEETING TO AN END AT 1:21PM. THE MOTION PASSED UNANIMOUSLY.