

Hinsdale Public Library Committee of the Whole Board Meeting  
MINUTES  
Tuesday, June 20, 2023, 7:00 p.m.

7:00 PM Opening of Meeting

I Call to Order

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; Magda Sokolowski, Vice President; Megan Mikhail, Treasurer; Ying 'Lucy' Zhou, Secretary; Kim Kiyosaki, Trustee; Dick Munson, Trustee

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

**Citizens Present:** None

II Citizens' Comments Action

None

III Minutes

None

IV Facilities

**A. BUILDING UPDATE**

Executive Director Keefe displayed a sample of the tinted glass that will be installed Fall 2023. John Bloomfield and Keefe tested the window sample around the library at different times of the day. Munson wanted to know what the E-Rating on the windows. Bloomfield would like any marketing regarding the new windows to include that they will have a slight UV Tint to protect our collection.

Keefe also provided update on roof leaks not related to the skylights, but from the slate tiles. These leaks appear to be the result of normal wear and tear. A full replacement is recommended years from now in the Library's Facilities Master Plan. Bloomfield offered the services of a friend with a drone for inspection use.

**B. VILLAGE PATIO PROJECT**

Keefe provided an update on the Village's plan for moving the shade areas to the sides of the patio and more flexible space and furniture in the center of the patio. The price without furniture is estimated to be \$400,000.

Kim Kiyosaki wanted to know if Memorial Hall will be accessible as doors to the library space. Currently there are constraints due to the needs of HCS.

Keefe reminded the Board that the Library's Strategic Plan talks about activating outdoor space. She believes the Library could enter an Inter-Governmental Agreement

with the Village to assist in funding and using this renovated outdoor space. She asked the Board to consider a \$200,000 capital investment in the new patio.

Dick Munson wanted to know if we could get our own heritage garden to the West of the Library if we are investing in the outdoor space. Bloomfield was curious about the potential of integrating a seed library or a consideration around an educational opportunity around our native plants. Magda Sokolowski brought up the example of the Clarendon Hills Train Station and schools around the area and her concerns around creating a lasting environment.

Munson would be more comfortable if we knew what we were getting for our investment. He suggested asking the Library Staff what they would like out of an outdoor space.

Keefe recommends moving forward now so that the Library would be involved in the decision-making process and represent the library needs.

Bloomfield summarized: 1) What are we getting for our investment? 2) How is this tied to the Library's Strategic Plan?

Broad strokes of a plan/wish list from the Library Staff on what we would like to see could be put together by next week.

### **C. MASTER PLAN RFP**

Keefe reviewed the approach for a Facilities/Space Audit, which will likely require an RFQ by qualified bidders.

Bloomfield would like to see bidders address "Optimized Space" in their proposals. Munson inquired about the size and location of the firms that might be interested in the space. Sokolowski wants to make sure we are bringing in the correct level of experience. Megan Mikhail suggested reaching out to the IVY Group for recommendations.

The Board discussed including parameters around footprint or vertical expansion. Is there a way we could use or engage pop-up or movable space. Sokolowski wants to know if our square footage adequate for our population.

The process for vetting architects/consultants will be similar to the Strategic Planning process.

ON A MOTION BY KIYOSAKI AND SECONDED BY MUNSON, REVIEWING THE UPDATED BUILDING MASTER PLAN AT THE NEXT BOARD MEETING WAS UNANIMOUSLY APPROVED.

### V Finance

None

## VI Policy

### **A. Travel Reimbursement Policy**

The Board reviewed recommended changes to the policy.

ON A MOTION BY MUNSON AND SECONDED BY MIKHAIL, THE UPDATED TRAVEL REIMBURSEMENT POLICY IS RECOMMENDED FOR APPROVAL AT THE NEXT BOARD MEETING.

### **B. Personnel Policy: Sections 1 and 4**

In section 1, the Board reviewed recommended changes to the policy. Staff will try to make the org chart a live link.

In section 4, the Board discussed opportunities for staff to work from home. They agreed that staff working remotely need to follow the same safety expectations of staff working on site. They also agreed on the need for clear guidelines about eligibility and expectations of remote work going forward.

AS Manager Lizzy Boden shared her perspective that remote work allowed her to protect interruption-free time for larger projects.

ON A MOTION BY MUNSON AND SECONDED BY KIYOSAKI, THE UPDATES TO SECTION 1 AND 4 OF THE PERSONNEL POLICY ARE RECOMMENDED FOR APPROVAL AT THE NEXT BOARD MEETING.

### **C. Personnel Policy: Appendices B and C Discussion**

The Board recommended that all remote access to the Library's network--on library or personal devices—require multi-factor authentication.

ON A MOTION BY SOKOLOWSKI AND SECONDED BY KIYOSAKI, THE UPDATES TO APPENDIX B OF THE PERSONNEL POLICY ARE RECOMMENDED FOR APPROVAL AT THE NEXT BOARD MEETING.

## VII Other Business

### **A. August Meeting Dates Action**

Schedule for COTW and Board meetings are on the third and fourth Tuesday evenings.

Mikhail requested that daytime or lunchtime meetings be considered. It will be an item for the next board meeting. August COTW meeting date is TBD.

## VIII Citizens' Comments

None

## IX Trustee Comments

None

## X Adjournment Action

ON A MOTION BY MUNSON AND SECONDED BY SOKOLOWSKI, TO CLOSE THE MEETING AT 9:00PM WAS UNANIMOUSLY APPROVED.