

**Hinsdale Public Library**  
Regular Board Meeting MINUTES  
Community Meeting Room  
Tuesday, September 26, 2023, 7:00 p.m.

**I**      Call to order

President Bloomfield called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:02 p.m. on September 26, 2023.

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

**Remote:**                Karen Kleckner Keefe, Executive Director

**Also Present:**        Katherine Wesel, Office Manager; Brian LeFevre, Partner at Sikich

**II**      Citizens' Comments

None

**III**     Consent Agenda

A. Approval of the 8/22/23 Library Board Meeting Minutes

B. Treasurer's Report

We will be working on the budget.

C. Accounts Payable

**MOTION: MOTION TO APPROVE THE CONSENT AGENDA**

**FIRST: MIKHAIL**

**SECOND: KIYOSAKI**

**UNANIMOUS APPROVAL**

**IV**     Executive Director's Report

Keefe reported that the Library is moving forward with an IGA with the Village on the patio project. Jo Chiko from the Materials Management department reconfigured the books-to-be-fixed space and process – Bloomfield expressed gratitude for the innovation. A very special thanks was extended to Trustee, Lucy Zhou for all the hard work she has put into the Moon Festival.

**V**      President's Report

Bloomfield looks forward to seeing the results of the Moon Festival and expressed regret that he would not be able to attend the event.

**VI**     Other Reports

**A.** Facilities

**B.** Finance & Personnel

**C.** Library Policies

**D.** Art Commission

**E.** Friends

There is a new confirmed board member that has joined The Friends of the Library.

**VII** Unfinished Business

A. Values Statement

Munson presented a revised values statement.

**MOTION: ADOPTION OF THE VALUES STATEMENT**

**FIRST: MUNSON**

**SECOND: SOKOLOWSKI**

**UNANIMOUS APPROVAL**

**VIII** New Business

A. 2022 Financial Audit

Brian LeFevre from Sikich presented the 2022 Financial Audit to the Board and reviewed the Annual Financial report and the Independent Auditor's report (Opinion) based on two sets of standards. He presented a Clean Audit Opinion.

LeFevre confirmed that the Library's participation in IMRF is through the Village, because IMRF does not recognize municipal libraries as independent agencies.

The second document is the Auditor's Communication to the Board of Trustees: This document is required in auditing standards. No recommendations were made.

B. Space Audit Proposal

Sokolowski: We moved from 6, to 4, to 2 firms and then made the selection of HGA from Minnesota. The committee loved the individual aspects of their projects – lots of experience with libraries, but an individual approach to each. They were \$10k cheaper and double the amount of working hours put into the development of the project. HPL is looking forward to their fresh look at what we have here and making spaces more efficient. HGA will start in October and finish in January/February.

**MOTION: ADOPT HGA AS THE CHOSEN SPACE AUDIT FIRM UPON RECEIPT OF REASONABLE CONTRACT NOT TO EXCEED \$50,000**

**FIRST: SOKOLOWSKI**

**SECOND: MIKHAIL**

**UNANIMOUS APPROVAL**

C. Compensation Benchmarking Study

HR Source completed and delivered their report. Compensation for most positions was within the ranges recommended by HR Source. Keefe recommends extending maximum and minimum for grades 6 and 7 to 25% rather than 20%.

**MOTION: TO ACCEPT THE HR SOURCE COMPENSATION BENCHMARKING STUDY**

**FIRST: MUNSON**

**SECOND: KIYOSAKI**

**UNANIMOUS APPROVAL**

D. Designating Public Depository Resolution

Moving this to October to gather more information from Hinsdale Bank & Trust.

**TABLED FOR THE NEXT MEETING.**

E. PCI Compliance Policy  
No recommended changes

**MOTION: TO ADOPT THE PCI COMPLIANCE POLICY**  
**FIRST: MUNSON**  
**SECOND: MIKHAIL**  
**UNANIMOUS APPROVAL**

F. 3D Printing Policy  
Changes were made from COTW Discussion. There will be a digital form for consent.

**MOTION: TO ADOPT THE 3D PRINTING POLICY**  
**FIRST: MUNSON**  
**SECOND: YE**  
**UNANIMOUS APPROVAL**

G. Personnel Policy: Section 500  
No changes

**MOTION: TO ADOPT SECTION 500 OF THE PERSONNEL POLICY**  
**FIRST: MUNSON**  
**SECOND: MIKHAIL**  
**UNANIMOUS APPROVAL**

H. Personnel Policy: Section 700  
Wessel provided an update from the South Suburban Library Roundtable. The Board recommended looking into account Federal practices and what the Village is doing, and schools.

**TABLED FOR THE NEXT MEETING**

**IX** Citizens' Comments  
None

**X** Trustee Comments  
Check signatures must get updated. Library should invite vendor to a Board meeting, if necessary, to explain the delay.

**XI** Schedule of Upcoming Meeting/Events

Committee of the Whole	Oct. 17	12 pm
Art Commission Meeting	TBD	TBD
Library Board Meeting	Oct. 24	7:00 pm

**XII** Adjournment **Action**

**MOTION: MOTION TO ADJOURN AT 8:29PM**  
**FIRST: DICK**  
**SECOND: YE**  
**UNANIMOUS APPROVAL**