

Hinsdale Public Library
Committee of the Whole Board Meeting MINUTES
Main Floor Board Room
Tuesday, October 17, 12 pm

President Bloomfield called the meeting of the Committee of the Whole, Board of Trustees of the Hinsdale Public Library to order at 12:07 p.m. on October 17, 2023.

Present: Megan Mikhail, Treasurer; Magda Sokolowski, Vice President; Dick Munson, Trustee; Ying 'Lucy' Zhou, Secretary; Kim Kiyosaki, Trustee; Chun Ye, Trustee
Remote: John Bloomfield, President (participating as allowed by 5 ILCS 120/)
Also Present: Karen Kleckner Keefe, Executive Director; Katherine Wesel, Office Manager

Opening of Meeting

II Citizens' Comments
None

III Minutes – COTW September 19, 2023
Items 4,5, and 7 need to be adjusted from "Board approves" to "Board recommend to the full Board to approve."

MOTION: MOTION TO APPROVE THE SEPTEMBER 19, 2023, COTW MINUTES WITH ADJUSTMENTS

FIRST: KIYOSAKI

SECOND: YE

UNANIMOUS APPROVAL

IV Facilities

A. Building Update

All the 2nd floor windows are done, the basement is to be finished this week. The main floor, next week. HPL is still waiting for the delivery of the round windows. It will be a chilly when installation starts in the public areas – HPL will have hot chocolate in YS for the kids. Mikhail commented on how nice of a job John Kokoris is doing providing window installation updates on social media.

B. Village Patio Project

A draft IGA is being reviewed by the Library and the Village. The Village says that they are confident they can reach \$200K to match the library's contribution. Keefe to ask Andrianna at the Village about how donor listings will be memorialized. Wessel shared that the grant approvals for HJWC is the first week in May. Keefe to determine if HPL can use the side staff door for patio access. There is no accessible ramp in the patio area.

V Finance & Personnel

A. Deposit and Investment of Funds

Keefe is still waiting to hear back from Hinsdale Bank and Trust about the fee structure for the account at the bank – HPL wants to make sure that they receive the same rates as the Village. Keefe to follow up.

B. Five Year Capital Plan

The Board reviewed projects planned for the next five years based on the previous Facilities Audit and projections about the Space Audit. Next September, the Board will review the Capital Plan and make recommendations for the 2025 Capital Budget. In 2026, once our bonds will be retired and we will have 250K less in annual expenses.

C. FY23 Budget Review

Our major source of revenue is property tax. The Village helps us identify new construction costs and our eligibility to increase our levy, if needed. Salaries and related personnel costs are our biggest expense. The next biggest is the transfer to the capital reserves and bond repayment.

D. FY23 Tax Levy

Keefe and Bloomfield reviewed how the Village extends a levy for the Library and the constraints on what that levy amount can be. Bloomfield recommended increasing our levy by 5.5-5.8%. Even if we were not going to increase our levy, because the Village plans to increase their levy by more than 5%, they will still have the truth in Taxation Public Meeting. Keefe recommended developing a Fund Balance Policy to aid in future discussions.

MOTION: RECOMMEND TO THE FULL BOARD TO LEVY NO MORE THAN 5.5% OVER LAST YEAR’S EXTENSION.

FIRST: KIYOSAKI

SECOND: MIKHAIL

UNANIMOUS APPROVAL

VI Policy

A. Interlibrary Loan Policy

Typo: “Kind OF divice” to be updated

MOTION: MOTION TO RECOMMEND APPROVAL TO THE FULL BOARD OF THE INTERLIBRARY LOAN POLICY

FIRST: MUNSON

SECOND: SOKOLOWSKI

UNANIMOUS APPROVAL

B. Public Comment Policy – Recommend

Big changes: Hinsdale residents are given the opportunity to speak first.

MOTION: MOTION TO RECOMMEND APPROVAL TO THE FULL BOARD OF THE PUBLIC COMMENT POLICY

FIRST: MUNSON

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

VII Other Business

A. Mid-Autumn Festival

A Round of Applause for Lucy Zhou! The Village President stayed at the Mid-Autumn Festival for an hour when he only planned on spending 10 minutes. There were some audio issues – we can put a placeholder in the 2024 capital plan for Audio upgrades. It was likely the single largest event ever held at the library. Bloomfield recognized the huge effort by the staff.

VIII Citizens’ Comments

None

IX Trustee Comments

The Board discussed changing the meeting time for the Committee of the Whole.

X Schedule of Upcoming Meeting/Events

Library Board Meeting

Oct. 24

7:00 pm

XII Adjournment

MOTION: MOTION TO ADJOURN THE COTW MEETING AT 1:19

FIRST: SOKOLOWSKI

SECOND: YE

UNANIMOUS APPROVAL