

Hinsdale Public Library
Committee of the Whole Board Meeting MINUTES
Main Floor Board Room
Tuesday, September 19, 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 12:02 p.m. on September 19, 2023.

Present: John Bloomfield, President; Megan Mikhail, Treasurer; Magda Sokolowski, Vice President; Dick Munson, Trustee
Remote: Karen Kleckner Keefe, Executive Director
Also Present: Katherine Wesel, Office Manager

Opening of Meeting

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| II | <u>Citizens' Comments</u>
None | Action |
| III | <u>Minutes</u>
Notes Resolved | |

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

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| IV | <u>Facilities</u>
A. Building Update
We are still on track for October installation. | Information |
| | B. Memorandum of Understanding Village Patio Project
Keefe: it has not been completed yet but there is a meeting set to discuss fundraising. | Information |
| | C. Space Audit Proposal
Keefe completed follow up reference calls on the candidates and officially recommend HGA after reference checks – no issues about having them be located in Minneapolis. HGA is the recommended firm. Bloomfield liked the 3D planning options. | Recommend |

ON A MOTION BY MIKHAIL AND SECONDED BY SOKOLOWSKI, THE BOARD UNANIMOUSLY MOVED TO APPROVE HGA AS THE FIRM FOR THE SPACE AUDIT PENDING THE RECEIPT OF A REASONABLE CONTRACT.

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| V | <u>Finance & Personnel</u>
A. Compensation Benchmarking Study | Information |
| | Mikhail reported positive results from HR Source read out. Nine paygrade categories were created and assigned to job descriptions. HPL had a 97% accuracy which is incredible for a first time compensation study. Plan should last 3-4 years with annual refreshment. Next step is to accept the study. | |

ON A MOTION BY MIKHAIL AND SECONDED BY SOKOLOWSKI, THE BOARD UNANIMOUSLY MOVED TO ACCEPT THE COMPENSATION STUDY.

B. 2022 Financial Audit

Information

Bloomfield was concerned about numbers adding up on the first page of the report. Keefe has reached out to Sikich and will be getting the updated version and an explanation of how the error happened. Munson: past boards have rotated vendors ever so many years. Keefe: the Village is shifting, and it is likely that we will shift as well.

C. Deposit and Investment of Funds

Information

For many years the Library and Village have used BMO Harris Bank. The Village has decided to move their accounts to the Hinsdale Bank for more competitive interest rates, better insurance, and local service. The Library is proposing to follow the Village and leave BMO Harris Bank.

ON A MOTION BY MIKHAIL AND SECONDED BY MUNSON, THE BOARD UNANIMOUSLY MOVED TO RECOMMEND TO THE FULL BOARD TO MOVE WITH THE VILLAGE TO THE HINSDALE BANK FROM BMO.

VI Policy

A. PCI Compliance Policy

Recommend

Munson had no changes to the policy. Bloomfield is concerned about the wording of Receipts and Reports PAGE 121 of 138 (page 2 of draft) secured by “until they are delivered to the Office Manager”.

B. 3D Printing Policy

Recommend

Proposing to begin charging people for use of the 3D printer. Bloomfield recommended the creation of a receipt/confirmation for patron stating that there will be a charge before moving forward to beginning a printing project as well as adding language that the price would be set by the Executive Director.

C. Personnel Policy: Section 500

Recommend

No change

ON A MOTION BY MIKHAIL AND SECONDED BY MUNSON, THE BOARD UNANIMOUSLY MOVED RECOMMEND TO APPROVE THE PCI COMPLIANCE POLICY, THE 3D PRINTING POLICY, AND THE PERSONNEL POLICY SECTION 500 FOR THE BOARD TO APPROVE PENDING ADJUSTMENTS.

D. Personnel Policy: Section 700

Recommend

Deals with holidays – remove two “holidays” and give employees two floating holidays to be used on dates of their choosing.

Section 701 Bloomfield was concerned around holiday pay for those who never work on the day that holidays fall, ex: Mondays. Wessel will check with HR Source to see if this is something that is standard or that we should change to be more inclusive to the entire part time staff.

ON A MOTION BY MIKHAIL AND SECONDED BY MUNSON, THE BOARD UNANIMOUSLY MOVED TO RECOMMEND 605 AND 702 TO THE BOARD.

VII Other Business

A. Values Statement

Recommend

Munson made tweaks to a final version of the Values Statement

ON A MOTION BY MUNSON AND SECONDED BY SOKOLOWSKI, THE BOARD UNANIMOUSLY MOVED APPROVE THE VALUE STATEMENT.

VIII Citizens' Comments

None

IX Trustee Comments
None

X Schedule of Upcoming Meeting/Events
Library Board Meeting

Sept. 26 7:00 pm

XII Adjournment

Action

A MOTION TO ADJOURN WAS MADE BY MIKHAIL AND SECONDED BY MUNSON WITH UNANIMOUS APPROVAL TO CLOSE THE MEETING AT 12:45 PM.