

Hinsdale Public Library
Committee of the Whole Board Meeting MINUTES
Main Floor Board Room
Tuesday, November 21, 2023, 11 am

President Bloomfield called the meeting of the Committee of the Whole, Board of Trustees of the Hinsdale Public Library to order at 11:03 a.m. on November 21, 2023.

Present: John Bloomfield, President; Megan Mikhail, Treasurer; Dick Munson, Trustee; Ying 'Lucy' Zhou, Secretary; Kim Kiyosaki, Trustee; Chun Ye, Trustee
Also Present: Karen Kleckner Keefe, Executive Director; Katherine Wesel, Office Manager
Absent: Magda Sokolowski, Vice President

Opening of Meeting

- | | | |
|------------|--|---------------|
| II | <u>Citizens' Comments</u>
None | Action |
| III | <u>Minutes – COTW October 17, 2023</u> | |

MOTION: MOTION TO APPROVE THE OCTOBER 17, 2023, COTW MINUTES
FIRST: MUNSON
SECOND: MIKHAIL
UNANIMOUS APPROVAL

IV Facilities

A. Building Update

The windows are done, except for the two round windows. Krull anticipates the round windows to come in next week. They will be installed when the temperature is appropriate.

B. Village Patio Project

Bloomfield and Keefe had their annual meeting with the Village. If HPL enters into a new Intergovernmental Agreement (IGA) with the Village for the Patio Project, that IGA would address initial design, use, and funding. Maintenance would become part of the existing agreement between the two entities.

C. Cameras

Given recent behavior issues in the building and the Circle Drive, Keefe asked the Board to consider installing security cameras on the front doors. The Board asked Keefe to collect information from neighboring libraries about their practices and policies. The Board will review at an upcoming meeting.

V Finance & Personnel

A. Deposit and Investment of Funds

The official resolution will be in the Board Packet next week. HPL will be eligible for the same interest rates as the Village. There should not be a significant change in fees, given the limited number of transaction types used for HPL accounts.

NO ACTION TAKEN

C. FY23 Budget Review

Keefe reviewed the draft operating and capital budgets for 2024. Only minor changes were made since the budgets were last presented.

D. FY23 Tax Levy

The Board reviewed the proposed levy amount. The levy will be a formal resolution presented to the Board for approval on November 28.

No ACTION TAKEN

VI Policy

A. Personnel Policy Section 600

The major recommended change is to section 604—Vacation. Based on a new state law, HPL is required to provide paid time off to all employees beginning in 2024. Employees working under 20 hours per week will now accrue paid time off based on the number of hours worked, number of years employed at HPL, and their role.

Another recommendation allows employees who have accumulated the maximum sick leave accrual to continue to accrue, for Illinois Municipal Retirement Fund (IMRF) creditable service purposes only.

Keefe confirmed that the Library is required to provide paid time off for voting. She will confirm if time off for Blood Donations is required.

Bloomfield asked Keefe to revise the section on Personal Technology Expenses.

MOTION: MOTION TO RECOMMEND TO THE WHOLE BOARD

FIRST: MUNSON

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

VII Other Business

Munson praised Susan McBride for the House Beautiful event. Keefe reported that she and John Kokoris attended the most recent Hinsdale Economic Development Commission meeting and were delighted to accept the recommendation that HPL be a drop-off location for the Park's Department's Golden Ticket Promotion.

VIII Citizens' Comments

None

IX Trustee Comments

None

XII Adjournment - Action

MOTION: MOTION TO ADJOURN THE COTW MEETING AT 12:07

FIRST: YE

SECOND: ZHOU

UNANIMOUS APPROVAL