

Hinsdale Public Library
HPL Board of Trustees Meeting MINUTES
Community Meeting Room
Tuesday, January 23, 2024, 7pm

Opening of Meeting

I Call to order

President Bloomfield called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:06 pm on January 23, 2024.

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

II Citizens' Comments

None

III Consent Agenda

- A. Approval of the 11.28.23 Library Board Meeting Minutes
- B. Treasurer's Report
- C. Accounts Payable

MOTION: MOTION TO APPROVE 11.28.23 LIBRARY BOARD MEETING MINUTES, TREASURER'S REPORT, ACCOUNTS PAYABLE UPON AMENDMENT

FIRST: SOKOLOWSKI

SECOND: ZHOU

UNANIMOUS APPROVAL

IV Executive Director's Report

Keefe asked the Board for input on Strategic Plan tactics for 2024.

Trustees were pleased with the progress made with program expansion and outreach

V President's Report

Bloomfield reported on updates regarding the space audit and said he is happy with the choice of HGA as well as the engagement of the staff for the project.

VI Committee Reports

The Board asked that staff update future agendas to remove retired standing committees in this section.

VII Unfinished Business

VIII New Business

A. Appropriation Resolution

The Board discussed reducing the budgeted capital transfer to \$410,000 to offset the \$38,055 in contingencies added to the operating budget.

MOTION: TO ACCEPT THE APPROPRIATION BUDGET AND RESOLUTION, CHANGING THE CAPITAL TRANSFER TO \$410,000

FIRST: MIKHAIL

SECOND: YE

AYES: BLOOMFIELD, SOKOLOWSKI, ZHOU

NAYS:

ABSENT: KIYOSAKI, MUNSON

B. Audit Partner and 2024 Audit Proposal

Keefe talked with the proposed new Audit Partner, Nick Bava, and was impressed with his experience. Bava has 12 years' experience with government agencies and libraries.

MOTION: TO ACCEPT THE NEW AUDIT PARTNER AND CONTRACT WITH SIKICH FOR AUDITING SERVICES NOT TO EXCEED \$6,000 FOR 2024

FIRST: MIKHAIL

SECOND: ZHOU

UNANIMOUS APPROVAL

C. Fund Balance Policy

Keefe shared HPL's past practice regarding fund balances, explaining that the operating reserve has been higher since HPL moved to a January 1 fiscal year start. The Board discussed the value of maintaining a six-to-nine-month operating reserve to maintain operations until the first tax payments are received and to protect the library in case of a delay in tax payment receipt.

MOTION: TO ACCEPT THE NEW HPL FUND BALANCE POLICY

FIRST: SOKOLOWSKI

SECOND: MIKHAIL

ALL AGREED

D. Personnel Policy: Section 800

All previous changes were made from COTW discussions.

The Board discussed revising language to make clear that paid parental leave is for 4 weeks in a 12-month period, regardless of the number of qualifying incidents that may occur in that 12-month period.

KEEFE TO MAKE ADJUSTMENTS AND BRING IT BACK NEXT MONTH

E. Security Cameras

Keefe provided a review at COTW of neighboring libraries having interior and exterior cameras.

MOTION: STAFF TO INVESTIGATE A VESTIBULE CAMERA WITH A 7-DAY VIDEO RETENTION AND WORK ON THE RELATED POLICY.

FIRST: MIKHAIL

SECOND: YE

ALL AGREED

F. Closing for In-Service Day April 19

Keefe asked the Board to approve closing for an all-staff in-service day this spring. Topics will include readers' advisory, AED training, and a review of the Space Audit.

MOTION: APPROVE APRIL 19TH, 2024 TO CLOSE HPL FOR AN IN-SERVICE DAY

FIRST: SOKOLOWSKI

SECOND: MIKHAIL

ALL AGREED

G. 2023 Strategic Plan Tactics

Keefe shared what was wrapped up in the end of 2023 and discussed what additional metrics could be needed for 2024 tactics.

Bloomfield said he was very pleased with progress made on the 2023 tactics and would like Keefe to talk to the staff about what they think we need to do to achieve the tactics in 2024.

H. 2024 Strategic Plan Tactics

Keefe discussed the tactics that she believes are achievable and highlighted that some tactics are up for realignment due to the Space Audit.

Keefe will send revised 2024 tactics to the board to review.

I. Space Audit Update

The board reviewed both options presented by HGA.

February 8th is the final on-site meeting with HGA to review renderings. Board members are invited to attend.

IX Citizens' Comments

None

X Trustee Comments

None

XI Schedule of Upcoming Meeting/Events

Space Audit Review Meeting	Feb 8	2:00 pm
Committee of the Whole Meeting	Feb 13	11:00 am
Library Board Meeting	Feb 20	6:00 pm

XII Adjournment

MOTION: MOTION TO ADJOURN THE HPL BOARD OF TRUSTEES MEETING AT 08:55

FIRST: SOKOLOWSKI

SECOND: YE

UNANIMOUS APPROVAL