

Hinsdale Public Library
Committee of the Whole Board Meeting MINUTES
Main Floor Board Room
Wednesday, January 17, 2024, 7 pm

I Open of Meeting

President Bloomfield called the meeting of the Committee of the Whole, Board of Trustees of the Hinsdale Public Library to order at 7:01 p.m. on January 17, 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
Absent: Kim Kiyosaki, Trustee; Dick Munson, Trustee

II Citizens’ Comments
None

III Minutes
A. November 21, 2023
Reviewed as a group.

MOTION: MOTION TO APPROVE THE NOVEMBER 17, 2023, COTW MINUTES
FIRST: YE
SECOND: ZHOU
UNANIMOUS APPROVAL

IV Facilities

- A. Building Update
Space Audit Update: A and B options.
 - A: Interior only
 - B: Move the entrance to Northwest corner

HPL must consider what we are getting with each option for the costs.

The full bundle of renderings and floorplans will be shared with the Board on Thursday 2/8/24 at a review meeting.

- B. Security Camera Policies
Most comparable libraries have indoor and outdoor security cameras.

Cameras would assist in identification of patrons. HPL would create a policy around video retention, staff access, angles, and overall security. Video captured could be FOIA’d. A narrow-focused policy would be ideal. Mikhail would like to include all references to Laws and Acts that would pertain to HPL and video surveillance. Zhou liked Westmont’s policy the best – it covers all video and photography. Bloomfield suggested to recommend a vestibule camera to further research with

retention of 7 days of captured footage.

MOTION: MOTION RECOMMEND TO THE BOARD THAT HPL INVESTS IN A VESTIBULE CAMERA WITH A VIDEO RETENTION POLICY OF 7 DAYS.

FIRST: MIKHAIL

SECOND: ZHOU

UNANIMOUS APPROVAL

V Finance & Personnel

A. Fund Balance Policy

Bloomfield – HPL never wants to be caught short in funding so that the library can function due to unreliability of county governments to deliver on property tax funding. More than 95% of our revenue comes from tax revenue from the two county governments (add to considerations in policy). The Sikich Auditors recommended 3-6 months of reserves, but we don't want to box ourselves into a corner and come up short.

“The library will maintain a Capital expenditure plan to guide the fund balance” – add to policy

ACTION: KEEFE TO MAKE CHANGES AND THEN BRING TO THE BOARD

ALL AGREED

B. Audit Partner Change and Engagement -

The VOH is still using Sikich. There is a list of municipal experience for the new proposed Audit partner. Before HPL agrees to change to a different Audit partner, the staff needs to interview the new partner. The fee for the audit will not surpass \$6,000.

MOTION: MOTION TO RECOMMEND THE AUDIT PARTNER CHANGE TO THE WHOLE BOARD PENDING STAFF APPROVAL AFTER INTERVIEW AND TO ACCEPT THE NEW FEE OF NO GREATER THAN \$6,000 FOR 2024

FIRST: YE

SECOND: ZHOU

UNANIMOUS APPROVAL

VI Policy

A. Personnel Policy: Section 800

The big change is offering paid parental leave. HPL would be in the middle of peers by offering 4 weeks. FMLA protects jobs for 12 weeks. One of the things that HPL does not clarify is a requirement that the employee has been employed for a year at the Library.

Jury duty: Suggestion on limiting the number of paid days – 20 days as a limit for full time pay. Then after that has been expended the employee can use other leave or get an exception from the Executive Director.

Bereavement leave: Keeping same definition of family as FMLA.

MOTION: MOTION TO RECOMMEND SECTION 800 OF THE PERSONNEL POLICY TO THE WHOLE BOARD WITH SUGGESTED CHANGES

FIRST: YE

SECOND: MIKHAIL

UNANIMOUS APPROVAL

VII Other Business

A. February Meeting Dates

The Board will have a challenge meeting a quorum for the February 27th Board meeting. Upon discussion it will be rescheduled for Tuesday, February 20th at 6pm. The February COTW meeting will also be moved up a week to Tuesday, February 13th at 11am.

VIII Citizens' Comments

None

IX Trustee Comments

None

X Schedule of Upcoming Meeting/Events

A. Library Board Meeting | January 23, 7:00 pm

XI Adjournment

MOTION: MOTION TO ADJOURN THE COTW MEETING AT 08:18

FIRST: SOKOLOWSKI

SECOND: MIKHAIL

UNANIMOUS APPROVAL