

**Hinsdale Public Library**  
Board of Trustees Committee of the Whole Meeting MINUTES  
Main Floor Board Room  
Tuesday, February 13, 2024 11 am

**Meeting Order**

**I**      Call to order

President Bloomfield called the meeting of the Library Board of Trustees Committee of the Whole to order at 11:06 a.m. on February 13, 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. January 17, 2024

**MOTION: MOTION TO APPROVE THE JANUARY 17, 2023, COTW MINUTES**

**FIRST: MIKHAIL**

**SECOND: SOKOLOWSKI**

**UNANIMOUS APPROVAL**

**IV**      Facilities

A. Building Update

Windows should be installed by Krull on the next 50+ degree day/s.

The pilot of keypads on the upper level study room doors is going well . The Library will wait on doing the other doors, pending adoption of the space plan.

The next HGA review is on February 20<sup>th</sup>: The goal is to look at what they have done then come back with final proposals.

B. Security Camera Proposal

IT and Facilities Manger Bob Bell is still waiting on a 3<sup>rd</sup> quote. Next month he will have a proposal and a company to recommend.

**V**      Finance & Personnel

A. End of Year Fund Transfer

Keefe confirmed with village that the books will remain open until next month. The Library budgeted \$315,000 for the Capital reserve transfer. The Library may want to transfer more to build capital reserves for implementation of projects recommended in the Space Audit.

B. Executive Director Review Process

The Board Treasurer will share an existing questionnaire with trustees and Keefe's direct reports. The Board will also consider the salary study conducted by HR source. Keefe's review is scheduled to take place in closed session at the end of the March 19 Board meeting.

VI Policy

A. Personnel Policy: Section 800 revisions

Keefe reviewed changes and adjustments to the policy that were discussed. HPL will create a standard form for employees taking time off for birth or placement of a child.

B. Personnel Policy: Section 900

Keefe reviewed minor changes recommended to Section 900, including changing "Anniversary Date" to "Review Date" where relevant.

**MOTION: MOTION TO RECOMMEND THE APPROVAL OF SECTION 800 AND 900 OF THE PERSONNEL POLICY TO THE BOARD FOR APPROVAL WITH MINOR CHANGES**

**FIRST: MIKHAIL**

**SECOND: ZHOU**

**UNANIMOUS APPROVAL**

VII Other Business

Staff and Board who attended, said that the Lunar New Year Celebrations were a big success. There was very much pride from the attending community that the Library put on the event. Zhou asked about conducting a follow up survey. Bloomfield would like to make sure that we do a thank you to our sponsors/donors (an ad in *The Hinsdalean* or thank you note from Library).

VIII Citizens' Comments

None

IX Trustee Comments

Mikhail asked if we could distribute risk on check delivery by not putting more than one check per envelope/vendor.

X Schedule of Upcoming Meeting/Events

A. Library Board Meeting | February 20, 7:00 pm

XI Adjournment

**MOTION: MOTION TO ADJOURN THE COTW MEETING AT 11:45PM**

**FIRST: SOKOLOWSKI**

**SECOND: YE**

**UNANIMOUS APPROVAL**