

**Hinsdale Public Library**  
Regular Board Meeting MINUTES  
Tuesday, March 19, 2024, 7:00 p.m.  
Community Meeting Room

**I**     Call to order

President Bloomfield called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:00 pm on March 19, 2024.

**Present:**             John Bloomfield, President; Magda Sokolowski, Vice President; Megan Mikhail, Treasurer; Ying ‘Lucy’ Zhou, Secretary; Chun Ye, Trustee; Kim Kiyosaki, Trustee

**Also Present:**       Karen Kleckner Keefe, Executive Director; Katherine Wesel, Office Manager

**Remote(non-voting):** Dick Munson, Trustee

**II**     Citizens’ Comments

None

**III**    Consent Agenda

- A. Approval of the 2.20.24 Library Board Meeting Minutes
- B. Treasurer’s Report
- C. Accounts Payable

**MOTION: MOTION TO APPROVE 2.20.24 LIBRARY BOARD MEETING MINUTES, TREASURER’S REPORT, ACCOUNTS PAYABLE**

**FIRST: YE**

**SECOND: SOKOLOWSKI**

**UNANIMOUS APPROVAL**

**IV**    Executive Director’s Report

Two things Keefe discussed:

- 1) Keefe updated the Board on challenges another library is facing regarding programming.
- 2) Keefe discussed the value of doing an employee engagement survey as the library heads into more discussions about the space plan.

**V**     President’s Report

Bloomfield reminded the Board of the value of being proactive rather than reactive with policies and tying communication about changes back to the strategic plan, when possible.

**VI**    Committee Reports

A. Art Commission

The HCS exhibit is now in place and the reception is on Thursday, March 21, 2024.

B. Ad Hoc Committees

None

C. Friends

Met March 19<sup>th</sup>, 2024. May 10<sup>th</sup> will be HPL After Dark Craft beer tasting. The Friends are looking to get underwriting from local businesses for the after dark events.

**VII**   Unfinished Business

A. Security Camera Proposal

**MOTION: MOTION TO AUTHORIZE BELL TO MOVE FORWARD WITH AN IN-HOUSE SOLUTION**

**FIRST:**

**SECOND:**

**UNANIMOUS APPROVAL**

**VIII New Business**

- A. 2023 Annual Staff Report to Board  
This followed the Consent Agenda.

Members of the Library Management Team gave their annual reports to the board.

- B. 2023 Funds Transfer Resolution  
Keefe spoke with Carrie from the Village.

Bloomfield discussed the Funds Transfer options in relation to the Space Audit plan and suggested the Board consider a transfer between \$1 Million and \$1.25 Million.

**MOTION: MOTION TO APPROVE THE 2023 FUNDS TRANSFER RESOLUTION 2024-03 FOR THE TOTAL OF \$1.1MILLION TO THE CAPITAL FUND**

**FIRST: MIKHAIL**

**SECOND: YE**

**AYES: BLOOMFIELD, MIKHAIL, SOKOLOWSKI, YE, ZHOU, KIYOSAKI**

**NAYS: NONE**

**UNANIMOUS APPROVAL**

- C. Space Audit Final Report

As discussed at the Committee of the Whole meeting, a proposed 1<sup>st</sup> phase of the project that includes three major components (1. Widening the stairs; 2. Moving the server room; 3. Adding two to four study rooms)

Munson expressed the need to craft a story about how we are approaching the space plan

Bloomfield agreed that the Library should communicate needs and value up front and tie the project to the research, feedback, and findings that are part of the HPL Strategic Plan.

The Board agreed that going forward, the Library will refer to this project as the "Space Plan," having accepted HGA's "Space Audit" report.

**MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE SPACE AUDIT REPORT TO ASK HGA FOR A PROPOSAL FOR PHASE 1, TO INCLUDE WIDENING THE STAIRS, ADDING 2 STUDY ROOMS ON THE 2<sup>ND</sup> FLOOR, AND A BID ADD/ALTERNATE TO ADD 2 STUDY ROOMS ON THE MAIN FLOOR.**

**FIRST: KIM**

**SECOND: MAGDA**

**UNANIMOUS APPROVAL**

- D. Photography and Recordings Policy

Keefe confirmed that the library attorney had reviewed the draft policy.

Bloomfield recommended that the staff codify how they would identify/interpret the term "specialized equipment."

**MOTION: MOTION TO APPROVE THE PHOTOGRAPHY AND RECORDINGS POLICY**

**FIRST: YE**

**SECOND: ZHOU**

**UNANIMOUS APPROVAL**

