

**Hinsdale Public Library**  
Committee of the Whole Board Meeting MINUTES  
Main Floor Board Room  
March 12, 2024, 11:00am

**I**     Call to order

President Bloomfield called the meeting of the Library Board of Trustees Committee of the Whole to order at 11:04 a.m. on March 12, 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:**     Dick Munson, Trustee

**II**     Citizens’ Comments

**III**     Minutes

A. Approve February 13, 2024, COTW Minutes  
No changes

**MOTION: MOTION TO APPROVE THE FEBRUARY 13, 2024, COTW MINUTES**

**FIRST: YE**

**SECOND: ZHOU**

**UNANIMOUS APPROVAL**

**V**     Finance & Personnel

A. Adjourn Executive Session-Personnel Annual Review of Executive Director Illinois Open Meetings Act 5 ILCS 120/2 (C) (1)

**MOTION: MOTION TO ADJOURN FOR EXECUTIVE SESSION**

**FIRST: MIKHAIL**

**SECOND: SOKOLOWSKI**

**UNANIMOUS APPROVAL**

B. Reopen Public Meeting

**Resuming regular session at 12:14**

C. Capital Transfer

Bloomfield discussed the purpose of the end-of-year Capital Transfer and the impact that different transfer amounts would have on both operating and capital reserves.

The Board discussed the guidelines in HPL’s Fund Balance Policy and potential expenses related to the Space Plan.

**MOTION: MOTION TO RECOMMEND TO THE BOARD THE CAPITAL TRANSFER OF UP TO 1.5\$ MILLION TO BE IN COMPLIANCE WITH APPROPRIATION RULES**

**FIRST: KIYOSAKI**

**SECOND: YE**

**UNANIMOUS APPROVAL**

**IV**     Facilities

A. Building Update  
None

B. Security Camera Proposal

Keefe told the Board that HPL's IT Manager believes he can provide a reliable in-house solution for less than the proposals for managed video recording options services cost.

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

**FIRST: KIYOSAKI**

**SECOND: MIKHAIL**

**UNANIMOUS APPROVAL**

C. Space Audit Final Report

The Board discussed the planning process, including getting a general contractor involved during the design phase.

The Board discussed the three parts of the proposed Space Plan that they would like to address first:

1) Moving the server room to free up space on the main floor for the public

2) Widening the central staircase

3) Adding additional study rooms

The Board agreed that these items would give HPL the most 'bang for the buck' and provide additional convenience for patrons.

**MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE SPACE PLAN 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: KIYOSAKI**

**SECOND: SOKOLOWSKI**

**UNANIMOUS APPROVAL**

**VII** Other Business

In the past the Treasurer is responsible for delivering the Executive Director review. Bloomfield would like the President to deliver the review and the Board Treasurer to deliver the finance components

**VIII** Citizens' Comments

Notes

**IX** Trustee Comments

Notes

**X** Schedule of Upcoming Meeting/Events

A. Library Board Meeting | March 19, 2024, 7:00 pm

B. COTW Meeting | April 16, 2024, 11:00am

C. Library Board Meeting | April 23, 2024, 7:00pm

**XI** Adjournment

**MOTION: MOTION TO ADJOURN THE COTW MEETING AT 12:52PM**

**FIRST: SOKOLOWSKI**

**SECOND: YE**

**UNANIMOUS APPROVAL**