

Hinsdale Public Library
Regular Board Meeting MINUTES
Tuesday, April 23, 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 7:03 pm on April 23, 2024.

Present: John Bloomfield, President; Magda Sokolowski, Vice President; Megan Mikhail, Treasurer; Ying 'Lucy' Zhou, Secretary; Chun Ye, Trustee; Kim Kiyosaki, Trustee; Dick Munson, Trustee

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

II Citizens' Comments

None.

III Consent Agenda

- A. Approval of the 3.19.24 Library Board Meeting Minutes
- B. Treasurer's Report
- C. Accounts Payable

MOTION: MOTION TO APPROVE 3.19.24 LIBRARY BOARD MEETING MINUTES, TREASURER'S REPORT, ACCOUNTS PAYABLE.

FIRST: YE

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

IV Executive Director's Report

In addition to what was in the packet, Keefe discussed her meeting with the Village about the IGA for the Plaza Project. Keefe requested two changes be made to the IGA: 1) That access to the patio during library events be included and 2) to provide an option to extend/renew the agreement at the end of the term. The Village is getting more information about sunshades and umbrellas for the patio.

The Library held its annual Staff Day on Friday, April 19th, 2024. Training exercises were held around AED use, Cyber Security & Crisis Planning, and an exercise in connecting the Library's Strategic Plan to the new Space Plan.

Keefe also expanded on a few acronyms in the Administration report for trustee clarification.

V President's Report

Bloomfield attended a portion of the Library's Staff Day and was impressed with the Cyber Security & Crisis Planning exercise. He also stayed after the event to talk one-on-one with any staff who wanted to speak with him personally.

He updated the Board regarding feedback on the Library's dress code policy, and let them know that the current policy is being reviewed by an employment lawyer. The attorney's comments should be available by the May Board meeting.

Revisions to the entire Personnel Policy are currently being reviewed by HR Source. Their recommendations should be available in May or June.

- VI** Committee Reports
A. Art Commission
 Meeting on April 29, 2024.
- B. Ad Hoc Committees
 None.
- C. Friends
 None.

- VII** Unfinished Business
A. Executive Director Annual Review

MOTION: MOTION TO INCREASE KEEFE’S ANNUAL SALARY BY 4%, EFFECTIVE 3/14/24.

FIRST: MIKHAIL

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

- VIII** New Business
A. Space Plan Proposal
 Keefe received a breakdown of expenses and estimates for the stairs from HGA. Keefe spoke with the HPL attorney regarding options for getting alternate proposals for design services. She will follow up regarding working with architects that the Library has used on other projects and the right to share information from the Space Audit report.
- Ye inquired if there are estimators who can come out to give a 2nd opinion on construction costs. Keefe will consult with the Village to see if they can recommend any freelancers.
- B. IT & Facilities Department Name Change
 Bob Bell recommends the new name be BTS – Building & Technology Services.

MOTION: MOTION TO APPROVE THE NEW NAME OF THE IT & FACILITIES DEPARTMENT TO THE BUILDING & TECHNOLOGY SERVICES DEPARTMENT

FIRST: KIYOSAKI

SECOND: YE

UNANIMOUS APPROVAL

- C. ITF/BTS Department Technician Proposal
 The group discussed details of the position during COTW and the Board recommends accepting the proposal for the new BTS Technician role in the BTS Department.

MOTION: MOTION TO ACCEPT THE PROPOSAL FOR THE NEW BTS TECHNICIAN ROLE.

FIRST: MUNSON

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

- D. June Board Meeting Dates
 HPL will host the June COTW on Thursday, June 13, 2024, at 11:00 am.

 The June HPL Board Meeting will be on Thursday, June 20, 2024, at 7:00 pm.

MOTION: MOTION TO APPROVE THE CHANGE IN JUNE BOARD MEETING DATES.

FIRST: MUNSON

SECOND: MIKHAIL

UNANIMOUS APPROVAL

IX Citizens' Comments

None.

X Trustee Comments

Sokolowski liked the article in *The Hinsdalean* about the Library and the 10 things that are beloved about the library.

Munson added that the addition of the World Voices collection at the library has been nice.

XI Schedule of Upcoming Meetings/Events

COTW Meeting, CMR | May 21, 2024, 11:00 am

Library Board Meeting, CMR | May 28, 2024, 7:00 pm

XII Adjournment

MOTION: MOTION TO ADJOURN THE HPL BOARD OF TRUSTEES MEETING AT 08:19 PM.

FIRST: MUNSON

SECOND: SOKOLOWSKI

UNANIMOUS APPROVAL