

**Hinsdale Public Library**  
Committee of the Whole Board Meeting MINUTES  
Community Meeting Room  
April 16, 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 11:02 a.m. on April 16, 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; Bob Bell, ITS Manager; Katherine Wesel, Office Manager

**II**     Citizens' Comments

None.

**III**    Minutes

A. Approve March 12, 2024, COTW Minutes  
    No changes.

**MOTION: MOTION TO APPROVE THE MARCH 12, 2024, COTW MINUTES**

**FIRST: YE**

**SECOND: MIKHAIL**

**UNANIMOUS APPROVAL**

**V**     Finance & Personnel

No updates.

**IV**    Facilities

A. Space Plan Design Proposal

At a meeting held on April 16, 2024 at 10:30 am, HGA presented two Space Plan design proposals. The proposal for Option 1 is for services related to widening the stairs and adding study rooms. Option 2 includes all recommended improvements from the Space Audit (including the stairs,) completed in phases.

Keefe will ask for feedback on the project fees from colleagues familiar with construction projects.

B. IT Facilities Department Name Change

IT Manager Robert Bell recommended changing the name of the IT and Facilities Department to Infrastructure and Technology Services (ITS) to reflect how operational technology and equipment are integrated into the services supported by that department.

Board members commented that 'infrastructure' might be too encompassing and that the acronym ITS looks and sounds like Information Technology/IT.

Keefe and Bell will discuss other department names and acronyms with the library management team.

C. ITS Technician Proposal

Bell recommended adding the responsibilities of the open, part-time IT Assistant position to the current Facilities Assistant position and making the position full-time. This would reduce turnover and provide more consistent support for both IT and facilities issues.

**MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE NEW FULL-TIME TECHNICIAN POSITION.**

**FIRST: YE**

**SECOND: ZHOU**

**UNANIMOUS APPROVAL**

**VII**    Other Business

None.

**VIII**   Citizens' Comments

None.

**IX**    Trustee Comments

Munson inquired about the status of the plaza project with the Village of Hinsdale. Keefe informed the Board that a meeting is scheduled with the Village to update the Intergovernmental agreement.

**XI**    Adjournment

**MOTION: MOTION TO ADJOURN THE COTW MEETING AT 11:54 AM**

**FIRST: MUNSON**

**SECOND: KIYOSAKI**

**UNANIMOUS APPROVAL**