

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes

Thursday, February 27, 2023, 3 p.m.

Present: John Bloomfield, Treasurer; Emily Zeng, Vice-President; Denise Wong, Secretary

Also Present: Karen Kleckner Keefe, Executive Director

Bloomfield called the meeting to order at 3:02 p.m.

Approve Minutes

On a motion by Denise Wong and seconded by Emily Zeng, the minutes of the January 26 Finance Committee meeting were unanimously approved.

EOY Capital Transfer

Executive Director Keefe reviewed the revised 2022 fund balances provided by the Village. She and John Bloomfield also reviewed last month's discussion about how much the committee recommended maintaining in the capital reserve fund for upcoming projects and how much is needed in operating reserve.

On a motion by Denise Wong and seconded by Emily Zeng, the motion to recommend that the Board transfer \$500,000 from the operating fund to the capital reserve fund was unanimously approved.

Corrected Appropriation Budget

Keefe explained to the committee that two expense lines, totaling \$2,500, did not appear in the excel sheet representing the appropriation budget. She reviewed the conversations she had with the Village Finance Director, Board President, and Board Treasurer.

On a motion by Denise Wong and seconded by Emily Zeng, the motion to recommend that the Board amend the appropriation budget by moving \$2,500 from expense to contingency.

Executive Director Review Process

Bloomfield reviewed the process with the committee. The committee discussed salary increase, bonuses, PTO, and professional development as possible components of a compensation adjustment.

Adult Programming Assistant Position

Keefe reviewed the proposed Adult Programming Assistant position. This would convert a current part-time assistant position to a full-time position. The additional hours will allow this person to coordinate and enhance library programming for adults, which emerged as a high priority in the Library's new strategic plan. The full-time position was included in the FY2023 operating budget.

On a motion by Emily Zeng and seconded by Denise Wong, the committee unanimously approved the motion to recommend that Board approve the budgeted conversion of the part-time Adult Services Assistant to a full-time Adult Programming Assistant.

Other Business

Zeng and Wong shared their positive response to the library's new Chinese language collection. They also suggested that the library may be able to connect with members of the Asian community through the new Park to Shop market in Westmont.

Adjournment

There being no other business before the committee, on a motion by Emily Zeng and seconded by Denise Wong, the committee unanimously agreed to adjourn at 3:31 p.m.