

Hinsdale Public Library
Committee of the Whole Board Meeting MINUTES
Community Meeting Room
May 21, 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 11:03 a.m. on May 21, 2024.

Present: John Bloomfield, 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 Wessel, Office Manager

II Citizens’ Comments

None.

III Minutes

A. Approve April 16, 2024, COTW Minutes
 No changes.

MOTION: MOTION TO APPROVE THE APRIL 16, 2024, COTW MINUTES.

FIRST: MUNSON

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

V Finance & Personnel

A. Personnel Policy

Keefe provided a summary of changes to the Personnel Policy.

Bloomfield went through the different sections of the policy and highlighted changes.

Munson inquired about vacation time and if it was similar to other libraries in the area. Keefe and Bloomfield said “Yes.”

Section 300: Workplace Guidelines, 304: Personal Appearance:

If there is an exception to the policy, the Executive Director will notify the staff in writing (For example: Brewery pins at a HPL After Dark event).

Keefe shared that she called one of the patrons who had requested changes to the policy to update her on the Board’s process. The patron would like the Board to consider requiring all staff to wear only HPL-provided lanyards.

The Board discussed the request. No recommendations to make changes to the policy regarding this request were made.

Munson asked if Section 304 should reference Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act. Keefe will ask the attorney about the appropriateness of including these references and what language to use.

MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO APPROVE AND ADOPT THE REVISED PERSONNEL POLICY.

FIRST: MUNSON

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

IV Facilities

A. Emergency Lights Replacement

The current system is hard-wired so that if one light goes down, they all go down. The new lights would be LED and work independently of each other.

MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO REPLACE EMERGENCY LIGHTS AT HPL.

FIRST: MUNSON

SECOND: MIKHAIL

UNANIMOUS APPROVAL

B. Exhaust Fan Replacement

The existing exhaust fan in the boiler room is not sufficient to run the exhaust in the boiler room and bathrooms.

MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO REPLACE THE EXHAUST FAN.

FIRST: YE

SECOND: ZHOU

UNANIMOUS APPROVAL

C. Intergovernmental Agreement with Village for Plaza Project

Two changes have been made to the agreement:

- 1) The Village will reimburse the library contribution if the project is not finished and
- 2) The Library will have access to the plaza during Library events and hours.

MOTION: MOTION TO RECOMMEND APPROVAL OF THE INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE TO THE FULL BOARD

FIRST: KIYOSAKI

SECOND: YE

MUNSON OPPOSED, ALL OTHERS AGREED

D. Space Plan Phase 1 Update - Information

Keefe confirmed with the Library attorney that HPL can share the Space Audit Report with another architect. The Library may engage another architect with whom it has a satisfactory relationship for services.

Keefe to move forward and get more information. Plans to prototype having print stations on the second floor are on hold.

VII Other Business

Munson wanted to know if we had any updates on graffiti in the men's bathroom. Keefe will follow up with the Hinsdale Police Department.

VIII Citizens' Comments

None.

IX Trustee Comments

Munson asked if the Library should consider publicly posting the entire Board packet. Keefe to reach out to her colleagues and the attorney on best practices for sharing all or portions of the packet.

XI Adjournment

MOTION: MOTION TO ADJOURN THE COTW MEETING AT 12:11 PM

FIRST: KIYOSAKI

SECOND: MIKHAIL

UNANIMOUS APPROVAL