

***Hinsdale Public Library***  
Committee of the Whole Board Meeting MINUTES

Community Meeting Room  
August 20, 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 11:01am on August 20, 2024.

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

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

**Remote:**       Megan Mikhail, Treasurer  
(Allowed under 5 ILCS 120/7, (ii) employment purposes or the business of the public body)

**II**     Citizens' Comments

None

**III**    Minutes

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

**MOTION: MOTION TO APPROVE THE JUNE 13, 2024, COTW MINUTES.**

**FIRST: MUNSON**

**SECOND: KIYOSAKI**

**UNANIMOUS APPROVAL**

**IV**     Facilities

A. Water Heater Replacement Proposal

Bloomfield asked that HPL go back to La Casa Plumbing for more information on tankless water heaters and requested that staff look into how long it takes for hot water to come out of the faucets.

**MOTION: MOTION TO TABLE RECOMMENDATION AND DISCUSS FURTHER AT THE BOARD MEETING**

B. HGA Preliminary Design Planning Proposal

Bloomfield is comfortable moving forward with the proposal. HGA will provide HPL with a new design proposal that will come in under \$3-4 million. Agreeing to the plan does not lock HPL into a commitment with HGA. There is a tentative timeline from September 3rd to October 8th to develop revised design concepts with detailed cost estimates. The Board discussed how this deliverable would differ from the previous report.

Keefe will reiterate to HGA that all expected expenses – including construction management—should be included in the final cost estimate.

**MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO APPROVE THE PRELIMINARY DESIGN PROPOSAL WITH HGA.**

**FIRST: KIYOSAKI**

**SECOND: YE**

**UNANIMOUS APPROVAL**

C. Building Update

Everything is working as it should.

D. Village Patio Project

The patio project has commenced. The Village is hoping they have the cement done in 2024 and they are working with Hitchcock Design Group on potential planting this year. Hitchcock confirmed that shade sails will not work without the installation of large posts. Other options are being evaluated to provide shade.

The Library will be included in decisions about the furniture.

Video surveillance of the patio and insurance coverage was discussed.

Keefe will discuss formatting of recognition plaques with Village administration.

**V** Finance & Personnel

A. 2025 Budget Overview

The Village Finance Manager has requested the Library's 2025 budget and levy request by the end of September/early October. Keefe is working on the budget. Keefe mentioned the impact on copier revenue and expenses when a public copier is replaced with a scan station next year. Keefe to find out the CPI for the past 5 years as requested by Munson.

Bloomfield requested the numbers for the past five years on FTEs.

Munson would like to see how the proposed budget supports the Strategic Plan.

At the upcoming Board meeting, the Board will discuss options for updating the Strategic Plan.

**VI** Policy

A. Programming Policy

The big change is adding Outreach to the Programming Policy. Keefe is working with staff to be consistent in the terminology used to differentiate these two services.

**MOTION: MOTION TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE REVISED PROGRAMMING POLICY WITH DISCUSSED CHANGES**

**FIRST: MUNSON**

**SECOND: SOKOLOWSKI**

**UNANIMOUS APPROVAL**

B. Display Policy

The big change is adding guidelines for the displays that the staff create in the Library. The Board discussed displays sponsored by PACs, political groups, etc.

**MOTION: MOTION TO TABLE RECOMMENDATION UNTIL THE DISPLAY POLICY CAN BE REVIEWED ALONGSIDE THE MEETING ROOM POLICY.**

**VII** Other Business

A. Board Packet Composition

Keefe reviewed the conversation she had with the Library's management team.

The Board agreed to maintain the practice of posting meeting agendas and minutes on HPL's websites and providing the full packet to the Board electronically.

**VIII** Citizens' Comments

None.

**IX** Trustee Comments

None.

**X** Schedule of Upcoming Meetings/Events

A. Library Board Meeting, CMR | August 27, 2024, 7:00pm

B. COTW Meeting, CMR | September 17, 2024, 11:00am

C. Library Board Meeting, CMR | September 24, 2024, 7:00pm

**XI** Adjournment

**MOTION: MOTION TO ADJOURN THE COTW MEETING AT 12:25 PM**

**FIRST: MIKHAIL**

**SECOND: SOKOLOWSKI**

**UNANIMOUS APPROVAL**