

Hinsdale Public Library
Regular Board Meeting MINUTES
Tuesday, September 24, 2024, 7:00 pm
Board Room

I Call to order

President Bloomfield called the meeting of the Board of Trustees of the Hinsdale Public Library to order at 7:00 pm on September 24, 2024.

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

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

II Citizens' Comments

None.

III Consent Agenda

- A. Approval of the 8/27/24 Library Board Meeting Minutes
 Adjust dates and room on agenda.
- B. Treasurer's Report
- C. Accounts Payable

MOTION: MOTION TO APPROVE 8/27/24 LIBRARY BOARD MEETING MINUTES, TREASURER'S REPORT, AND ACCOUNTS PAYABLE WITH SUGGESTED CHANGES.

FIRST: MUNSON

SECOND: SOKOLOWSKI

UNANIMOUS APPROVAL

IV Executive Director's Report

Keefe spoke about the launch of the Employee Engagement Survey. Managers will touch base with their teams about completing the survey.

Keefe is getting prices on tankless water heaters and maintenance costs.

Keefe highlighted how rewarding working with the staff Outreach Committee has been and the progress that has been made as a Strategic Plan tactic.

Hinsdale Bank & Trust is underwriting the 10th Annual HPL After Dark Trivia Night for \$750.

V President's Report

Bloomfield reminded trustees of the filing dates for the spring election and shared that he was happy to talk to any residents considering running for the Board.

VI Facilities

A. Retaining Wall Maintenance

Keefe will discuss the maintenance project with staff from the Village on 9/26/24. She reminded the Board that the Library does not contract out for landscaping services and that maintenance of any plantings that may be part of the rebuilt terraces would need to be discussed with the Village.

B. Space Plan Update

The next meeting will be 10/3/24 at noon, with HGA to discuss next steps/phase. In addition to Space Plan Committee members, all Board members are welcome to attend.

VII Finance & Personnel

A. 2025 Operating and Capital Budgets

Mikhail met with Keefe to discuss the 2025 budget. The Library will be asking for a tax levy of **\$3,833,119**. It is a 4.19% increase from last year. Mikhail highlighted areas of savings in software and databases.

For the Capital Budget, Phase 1 of the HGA Space Plan was discussed.

MOTION: MOTION TO APPROVE THE 2025 OPERATING BUDGET AND CAPITAL BUDGETS FOR KEEFE TO SHARE AS APPROPRIATE.

FIRST: KIYOSAKI

SECOND: MIKHAIL

ROLL CALL: YE, ZHOU, MUNSON, BLOOMFIELD, SOKOLOWSKI

UNANIMOUS APPROVAL

B. 2025 Levy Resolution

Zhou read the Levy Resolution aloud.

MOTION: MOTION TO ACCEPT THE 2025 LEVY RESOLUTION.

FIRST: MIKHAIL

SECOND: YE

ROLL CALL: SOKOLOWSKI, ZHOU, MUNSON, KIYOSAKI, BLOOMFIELD

UNANIMOUS APPROVAL

VIII Policy

A. Display Policy

Small adjustments were made in wording.

MOTION: MOTION TO ADOPT THE DISPLAY POLICY.

FIRST: MUNSON

SECOND: YE

UNANIMOUS APPROVAL

B. Room Use Policy

No changes from the version recommended by COTW.

MOTION: MOTION TO ADOPT THE ROOM USE POLICY.

FIRST: MUNSON

SECOND: ZHOU

UNANIMOUS APPROVAL

- C. Social Media Policy
No changes from the version recommended by COTW.

MOTION: MOTION TO ADOPT THE SOCIAL MEDIA POLICY.

FIRST: MUNSON

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

- D. Computer and Internet Use Policy
No changes from the version recommended by COTW.

MOTION: MOTION TO ADOPT THE COMPUTER AND INTERNET USE POLICY.

FIRST: MUNSON

SECOND: MIKHAIL

UNANIMOUS APPROVAL

IX Other/Unfinished Business

Keefe is expecting a \$10,000 donation from a former resident in honor of her late husband. Bloomfield asked that Keefe investigate how best to acknowledge the donation.

Keefe opened a discussion around correspondence from a patron requesting extended Sunday hours. She shared information from a study done when the Library changed its Sunday hours from 1-9 to 12-6 in 2012. When the Library re-opened after COVID, they adopted the 1-5 Sunday hours offered by their neighboring libraries. This is the first comment about Sunday hours that Keefe has received since re-opening. Bloomfield inquired about a time study for the hours that the Library is currently open.

The next COTW meeting is Tuesday, October 15, 2024, at 11:00 am but a new time needs to be selected due to scheduling conflicts. The October COTW meeting will be held Wednesday, October 16, 2024, from 12-1:00 pm.

X Citizens' Comments

None.

XI Trustee Comments

Sokolowski will not be able to make the 10/22/24 Board Meeting, but a quorum will still be present.

XII Adjournment

MOTION: MOTION TO ADJOURN THE HPL BOARD OF TRUSTEES MEETING AT 8:03 PM.

FIRST: MIKHAIL

SECOND: SOKOLOWSKI

UNANIMOUS APPROVAL