

Hinsdale Public Library
Committee of the Whole Board Meeting MINUTES
Main Level - Board Room
February 19, 2025, 12:00 pm

I Call to order

President Bloomfield called the meeting of the Library Board of Trustees Committee of the Whole to order at 12:01 pm.

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

Also Present: Karen Kleckner Keefe, Executive Director

Remote: Megan Mikhail, Treasurer (participating as allowed by 5 ILCS 120/)

II Citizens' Comments

None.

III Minutes

A. Approve January 22, 2025 COTW Minutes

MOTION: MOTION TO APPROVE THE JANUARY 22, 2025 COTW MINUTES

FIRST: SOKOLOWSKI

SECOND: YE

UNANIMOUS APPROVAL

IV Finance & Personnel

A. Mikhail discussed the process for the Executive Director's Annual Review. Mikhail will send out a survey to trustees and Keefe's direct reports. Mikhail will share results and a summary with trustees prior to the March Board meeting. Keefe's review will take place during closed session at that meeting.

B. Keefe confirmed that the funds coming in from credit card payments at the Patron Services desk are in an Illinois Funds account that is reported to the Village and appears in the Library's overall fund balance. Keefe will create a report showing how revenue is received and recorded and the account balances for all library accounts. Keefe will also ask the auditors for recommendations regarding segregation of duties regarding these accounts. Mikhail recommended that the Board review the Fund Balance Policy and Investment Policy.

C. Mikhail reviewed the end of year capital transfer. The more the library transfers into the capital reserve, the lower the library's operating reserve will be. HPL's current Fund Balance Policy requires the Library to keep 6-9 months of operating expenses in the Library's Operating Reserve. The Board discussed lowering the operating Reserve threshold as a large capital project is being planned.

V Facilities

A. Keefe informed that Board that the burnt-out fluorescent bulbs in the Community Meeting Room were replaced.

- B. Keefe reviewed the status of the Space Plan. HGA will update the budget and floor plan based on the December Space Plan Committee meeting. The major improvements will be widening and changing the orientation of the stairs on the lower level, creating a space for teens on the lower level, moving the Community Meeting Room to the main floor, and creating an inviting marketplace experience for patrons near the main entrance. A contract for architectural and engineering services from HGA will be presented at the March board meeting.

VI Policy

A. Artificial Intelligence Policy

Keefe reviewed the policy and explained that it governed both what data library staff enter into AI platforms and also how staff use information created by AI. The Board recommended changing wording prohibiting direct access to any systems that contain library data.

MOTION: MOTION TO RECOMMEND THE FULL BOARD ACCEPT THE REVISED ARTIFICIAL INTELLIGENCE POLICY

FIRST: YE

SECOND: SOKOLOWSKI

UNANIMOUS APPROVAL

B. Staff and Board Recognition Policy

The only change made to the original draft was to require Board approval for any single financial award in excess of \$1,000 or the equivalent in paid time off.

MOTION: MOTION TO RECOMMEND THE FULL BOARD ACCEPT THE REVISED STAFF AND BOARD RECOGNITION POLICY

FIRST: YE

SECOND: KIYOSAKI

UNANIMOUS APPROVAL

IX Trustee Comments

Trustees discussed dates for upcoming meetings.

XI Adjournment

MOTION: MOTION TO ADJOURN THE COTW MEETING AT 12:58 PM

FIRST: SOKOLOWSKI

SECOND: ZHOU

UNANIMOUS APPROVAL