

Hinsdale Public Library
Regular Board Meeting Minutes
Tuesday, March 25, 2025, 7:00 pm
Community Meeting 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 March 25, 2025

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

Remote (not voting): Dick Munson, Trustee

Also Present: Karen Kleckner Keefe, Executive Director; Lizzy Boden, Assistant Director; Julie Prieto, Office Manager

Citizens Present: Jayesh Hines-Shah; Carissa Kapcar

II Citizens' Comments

None.

III Consent Agenda

- A. Approval of the 2/25/25 Library Board Meeting Minutes
- B. Treasurer's Report
- C. Accounts Payable

MOTION: MOTION TO APPROVE THE 2/25/25 LIBRARY BOARD MEETING MINUTES AS AMENDED, TREASURER'S REPORT, AND ACCOUNTS PAYABLE.

FIRST: KIYOSAKI

SECOND: YE

UNANIMOUS APPROVAL

IV Executive Director's Report

Keefe shared that on 3/21/25 the library held its annual staff development day. Highlights included applying practices learned from The Art of Gathering to host more effective programs, a presentation from the Community House Counseling Center on how to best welcome middle-school-aged patrons, an overview of the library's new AI policy, a presentation on the many digital resources available to patrons, as well as a review of the library's progress on the strategic plan.

V President's Report

Bloomfield let the Board know that he attended portions of staff development day. He recognized staff members celebrating milestone anniversaries, including one librarian who has completed 20 years of service. He also attended a sample "Coffee and Conversations" and was impressed at how thoughtful the program is. Finally, he watched staff learning to use the library's button maker, just one example of what's available to patrons in the library of things. He noted that it was apparent how well the staff work together.

Bloomfield also noted that he is impressed with how the library continues to expand its offerings. Examples include new Mandarin conversation groups, the seed library, and participating in the pilot program to provide access to the Chicago Tribune digitally.

VI Unfinished Business
None.

VII New Business

A. Fund Balance Policy

Per discussion at the 3/19/25 COTW, Keefe spoke with the auditors who indicated that most of their library clients maintain a year-end General Fund unassigned fund balance of 3-6 months. The Board amended the policy to maintain a fund balance of 5-9 months of operating expenditures.

MOTION: MOTION TO APPROVE THE REVISED FUND BALANCE POLICY.

FIRST: KIYOSAKI

SECOND: YE

UNANIMOUS APPROVAL

B. 2025 Funds Transfer Resolution

MOTION: MOTION TO APPROVE THE FY2024 FUNDS TRANSFER RESOLUTION IN THE AMOUNT OF \$1,150,000.

FIRST: YE

SECOND: KIYOSAKI

UNANIMOUS APPROVAL ON A ROLL CALL VOTE: Bloomfield, Sokolowski, Mikhail, Zhou, Kiyosaki, Ye

C. HGA Renderings

Keefe presented to the Board the cost of \$2000 per HGA rendering. Renderings will be used to further communicate with the community what the library will look like after completing the space plan.

MOTION: MOTION TO APPROVE FUNDS TO COVER THE HGA RENDERINGS NOT TO EXCEED \$8000.

FIRST: SOKOLOWSKI

SECOND: YE

UNANIMOUS APPROVAL

VIII Citizens' Comments
None.

IX Trustees' Comments

Sokolowski noted that she appreciates the addition of photos to the Board meeting materials, as they help bring to life the impact of library programming on patrons.

Given the upcoming election and new Board members joining, the retiring Board members, Munson and Zhou, agreed to act as the Nominating Committee for next term's officer slates.

X New Business, continued

- A. Adjourn Executive Session - Annual Personnel Review of the Executive Director of the Library, Illinois Open Meetings Act 5 ILCS 120/2 (C) (1)

The Meeting of the Board of Trustees was adjourned at 7:46 pm.

MOTION: MOTION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE ANNUAL PERSONNEL REVIEW OF THE EXECUTIVE DIRECTOR OF THE LIBRARY, ILLINOIS OPEN MEETINGS ACT 5ILCS 120/2 (C) (1)

FIRST: MIKHAIL

SECOND: KIYOSAKI

Members Aye: Bloomfield, Kiyosaki, Mikhail, Sokolowski, Ye, Zhou

Members Nay: None

- B. Reopen Public Meeting

The Meeting of the Board of Trustees was reconvened at 8:24 pm.

MOTION: MOTION TO RECONVENE THE MEETING OF THE BOARD OF TRUSTEES.

FIRST: MIKHAIL

SECOND: KIYOSAKI

Members Aye: Bloomfield, Kiyosaki, Mikhail, Sokolowski, Ye, Zhou

Members Nay: None

- C. Recommendation for Executive Director

The Board discussed the Executive Director's performance review in closed session.

MOTION: MOTION TO RECOMMEND A SALARY INCREASE OF 4% FOR THE EXECUTIVE DIRECTOR AND TO ADD A \$1,000 ONE-TIME CONTINUING EDUCATION ALLOWANCE FOR USEFUL PROFESSIONAL DEVELOPMENT, ALL BASED ON THE EXECUTIVE DIRECTOR'S ANNUAL REVIEW. THE RECOMMENDATION WILL BE DISCUSSED FOR APPROVAL AT THE APRIL 22, 2025 BOARD MEETING.

FIRST: MIKHAIL

SECOND: KIYOSAKI

Members Aye: Bloomfield, Kiyosaki, Mikhail, Sokolowski, Ye, Zhou

Members Nay: None

XI Schedule of Upcoming Meetings/Events

COTW Meeting, Board Room | April 16, 2025, 12 noon.

Library Board Meeting, Community Meeting Room | April 22, 2025, 7:00 pm.

XII Adjournment

MOTION: MOTION TO ADJOURN THE HPL BOARD OF TRUSTEES MEETING AT 8:27 PM AND SECONDED. UNANIMOUS APPROVAL