

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
August 23, 2011

President Delaney called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Large Meeting Room, Library Lower Level, at 7:02 p.m. on August 23, 2011.

**Present:** Ms. Johanna Delaney, President; Mr. Pete DeHaan, Vice President; Mr. Joe LaManna, Treasurer; Ms. Nancy Weller, Secretary; Ms. Connie Nelson, Trustee; Ms. Vicky Bush-Joseph, Trustee

**Also Present:** Ms. Karen Kleckner Keefe, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Darrell Langlois, Assistant Village Manager/Director of Finance

**Absent:** Ms. Jan Letts, Trustee

**ON A MOTION BY NANCY WELLER AND SECONDED BY JOE LAMANNA, THE CONSENT AGENDA WAS APPROVED AS AMENDED. THE TREASURER'S REPORT WAS REMOVED FROM THE CONSENT AGENDA AND APPROVED SEPARATELY.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

In addition to her written report, Director Keefe advised the Board that they will see some differences in the statistics provided in the board packet due to some reporting changes. Wireless usage is down because of how it was previously counted. She informed them that Dave Cullen, author of the book, *Columbine*, will speak at the Library on September 29, 2011. She also spoke of a pilot program at HCHS which will provide the Library with core textbooks for grades 9 and 10.

**PRESIDENT'S REPORT**

President Delaney advised the Board that the strategic planning committee will consist of herself, Joe LaManna, Vicky Bush-Joseph, Connie Nelson, Tiffany Auxier, Michaela Haberkern, and Karen Kleckner Keefe. The first meeting will be in September. She also thanked Jeff Lewandowski, IT Manager, for the new format in posting the board packets.

**TREASURER'S REPORT**

The Treasurer's report had been removed from the consent agenda. Trustee Weller questioned having the art expenses as a separate line item. Treasurer LaManna explained that they had met with the Village and the format cannot be changed. Executive Director Keefe is developing a supplementary report to track revenues and expenses for the art collection.

**ON A MOTION BY PETE DEHAAN AND SECONDED BY CONNIE NELSON, THE TREASURER'S REPORT WAS UNANIMOUSLY APPROVED.**

## **COMMITTEE REPORTS**

### **A. Facilities**

The Facilities Committee met on August 16, 2011. They continue to work on the window project, including an abatement project to rid the older windows of lead. Midwest Environmental Consulting was recommended for this project. A consultant was hired to assist in determining a location for the wellness room as well as recommendations for the staff lounge. The repair on the HVAC system is still waiting for the correct part to come in.

### **B. Finance & Personnel**

The Finance Committee met on August 10, 2011. Julie Ciesla, Assistant Finance Director with the Village, attended the meeting. They discussed the finance reports that are provided to the Library on a monthly basis. They also decided to create a calendar for the Finance Committee. They will discuss the levy process at the October Finance Committee meeting.

### **C. Library Policies**

The Policy Committee has not met since the last Board meeting. They are scheduled to meet September 7, 2011.

### **D. Art Committee**

The Art Committee has not met since the last Board meeting. President Delaney reminded the Board that the art reception will be September 16, 2011 and will feature 5 local women artists.

### **E. Foundation**

The Foundation had an informal phone meeting. They have a commitment from artist Gordon Powell to be the featured speaker at the Dining at Dewey's event. They continue to plan for the Dewey event which will be November 5, 2011.

### **F. Friends**

The Friends met on August 10, 2011. They continue to plan the Kass event which will be held October 14, 2011. They also discussed the logo design for thank you notes.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A. IMRF Liability**

Darrell Langlois, Assistant Village Manager/Director of Finance, explained the Village's proposal to sell bonds to pay off the IMRF loan which the Village took out in 2006 for an early retirement incentive program. Board members were provided with details in their board packets.

**ON A MOTION BY JOE LAMANNA AND SECONDED BY CONNIE NELSON, THE RESOLUTION TO SUPPORT REFINANCING OF THE VILLAGE'S EARLY RETIREMENT INCENTIVE LIABILITY WITH IMRF WAS UNANIMOUSLY APPROVED.**

B. Alternate Work Schedule Policy

Director Keefe explained the updates to the alternate work schedule policy to the Board. Alternate work schedules are not used routinely. Before any alternate work schedule is approved, first consideration is given to the effect it may impose on the Library and on the rest of the staff.

**ON A MOTION BY NANCY WELLER AND SECONDED BY VICKY BUSH-JOSEPH, THE ALTERNATE WORK SCHEDULE POLICY WAS UNANIMOUSLY APPROVED.**

C. Salary Scale Review

As requested by the Finance Committee, Director Keefe recommended adjusting the minimum range for Grades 1 and 2 in the Library's Salary Schedule to reflect the Library's current practice and compliance with the Illinois Department of Labor's Minimum Wage requirements.

**ON A MOTION BY VICKY BUSH-JOSEPH AND SECONDED BY JOHANNA DELANEY, THE SALARY SCALE ADJUSTMENT WAS UNANIMOUSLY APPROVED.**

D. Masonry Proposal

**ON A MOTION BY PETE DEHAAN AND SECONDED BY VICKY BUSH-JOSEPH, THE MASONRY PROPOSAL FROM EUGENE MATTHEWS, INC. WAS UNANIMOUSLY APPROVED.**

E. Midwest Environmental Proposal

**ON A MOTION BY JOHANNA DELANEY AND SECONDED BY NANCY WELLER, THE TURNKEY VERSION OF MIDWEST ENVIRONMENTAL'S RECOMMENDED PROPOSAL WAS UNANIMOUSLY APPROVED.**

F. Vaultlogix Contract

Director Keefe advised the Board that the Library will be utilizing Vaultlogix for offsite backup of data.

**ON A MOTION BY NANCY WELLER AND SECONDED BY JOE LAMANNA, THE VAULTLOGIX CONTRACT WAS UNANIMOUSLY APPROVED.**

G. Wellness Room

Director Keefe recommended that the Library spend up to \$2500 to convert a storage room in the staff area of the lower level into a Wellness Room that will accommodate the requirements of the Illinois Nursing Mothers in the Workplace Act, as well as provide a safe, private area for all staff who need to attend to personal matters.

**ON A MOTION BY JOHANNA DELANEY AND SECONDED BY PETE DEHAAN, THE BOARD APPROVED EXPENSES UP TO \$2500.00 TO PROVIDE A WELLNESS ROOM FOR LIBRARY STAFF.**

H. SWAN Agreement

Director Keefe explained the reciprocal borrowing services provided to the Library in this agreement.

**ON A MOTION BY CONNIE NELSON AND SECONDED BY NANCY WELLER, THE SWAN AGREEMENT WAS UNANIMOUSLY APPROVED.**

I. Serving our Public, Chapter 2: Governance and Administration

Reviewing this is a requirement of this year's per capita grant application. The Board discussed this chapter and determined that the Library is in compliance.

J. Sunday Hours

Director Keefe provided the Board with statistics showing patron usage of the Library on Sundays. This report confirmed that since the Library implemented extended hours on Sundays, we are not serving the number of patrons we had expected. The numbers show that Sunday evenings are the least-used of any evening we are open. Upon further discussion, this will be included on the October agenda. If the hours are to be changed, it would be best to be able to include this change in the next newsletter.

**CITIZEN'S COMMENTS**

None

Trustee Weller asked if there was going to be discussion of an email that was sent to Board members by a former staff member. Executive Director Keefe described the related policy change she has already recommended to the Finance and Personnel Committee.

**ADJOURNMENT**

**ON A MOTION BY VICKY BUSH-JOSEPH AND SECONDED BY NANCY WELLER, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:32 P.M.**

Respectfully submitted by Nancy Marvan, \_\_\_\_\_  
Nancy Weller, Secretary