

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
**OF THE VILLAGE OF HINSDALE**  
**November 29, 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 7:04 p.m. on November 29, 2011.

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

**Also Present:** Ms. Karen Kleckner Keefe, Executive Director

**THE OCTOBER MEETING MINUTES WERE REMOVED. ON A MOTION BY NANCY WELLER AND SECONDED BY CONNIE NELSON, THE CONSENT AGENDA WAS APPROVED AS AMENDED.**

The October Board Meeting minutes were amended to change the word "static" was to "statistics" and to update the Finance Report to indicate that the committee calendar *had* been updated.

**THE OCTOBER BOARD MEETING MINUTES WERE APPROVED AS AMENDED.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

In addition to her written report, Director Keefe advised the Board that the Wellness Room is nearly complete and that the designer is in the final steps of selecting colors and finishes for the paint and furniture in the staff lounge. She was asked to include the acquisition numbers for digital books in subsequent statistics. She was also asked about what she has learned regarding the Village's phone system upgrade. Keefe reported that Jeff Lewandowski is talking to the vendor who handled the Village's contract and will be receiving a proposal shortly. Trustee Weller suggested that the Facilities Committee have an annual meeting with a representative from the Village to discuss upcoming projects and economies of scale. Director Keefe will contact George Franco, the Village's Director of Public Services, and ask him what the best way is for the Library to learn about the Village's upcoming projects. Trustee Delaney reported that she was impressed by the ideas that Molly Coleman took away from a recent eReader seminar and Coleman's use of Evanced to collect more program publicity information. She was also pleased to see that Illinois' proposed tax cap bill was defeated and that the staff have been thinking creatively about filling open positions. Trustee Weller commented that only two people attended the October Great Books discussion. There was discussion about the cost effectiveness of the series versus the perception of and appreciation for such a program.

**PRESIDENT'S REPORT**

President Delaney thanked Michaela Haberkern, Tiffany Verzani and Karen Keefe for their hard work on Dining at Dewey's. She reminded the Board that Friday, December 2, was the full-day Gently Used Book Sale, in conjunction with the Christmas Walk. She asked the Facilities Committee to have recommendations for FY 12/13 capital expenses ready to present at the January Board meeting. She also suggested that updated Capital Binders be made available for Trustees to peruse in preparation for the discussion of proposed facility projects at the January meeting. Trustee LaManna mentioned that parking always comes up in these discussions. He asked if we had an accurate estimate of cost, if it

were to be seriously considered. Trustee Weller suggested that the Board might want to wait to see the impact of the Eden's project along Washington Street before making any decisions about parking.

### **TREASURER'S REPORT**

Trustee LaManna deferred comment until the Finance Committee Report and discussion of the Mid-Year Operating Review.

### **COMMITTEE REPORTS**

#### **A. Facilities**

The Facilities Committee met on November 2, 2011. They discussed the wood window stabilization project, comparing proposals from a contractor recommended by the Village and one solicited by a Board member. They will meet on December 12 and discuss the final proposal from the contractor who will remove all paint, prime, repair, repaint the windows for approximately \$15,000. The committee will have a final recommendation for this contractor and scope of work by the January Board meeting. The Committee has also been reviewing the Capital Binder, evaluating what needs to be moved up to the next fiscal year and what should be in the 2-5 year planning section. The Committee has moved phone system upgrade to the next fiscal year. They will also look at the Dewberry window report again and determine which recommendations should be implemented.

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

The Finance Committee met on November 28. They finished their review of the Investment Policy for board approval in January, discussed the mid-year budget review, and conducted a phone conversation with an outside auditor from Sikich. Trustee LaManna reported that the Library is in "great shape" and the audit was very clean. The Library's financial condition is "very healthy." The Finance Committee will meet again in January and begin the budget process and executive director review process. According to the Sikich auditor, case law recognizes an operating fund balance equivalent to one year's budget as acceptable.

#### **C. Library Policies**

The Library Policy Committee met on November 10. They reviewed the revised Collection Development policy and recommended several changes. The policy will be reviewed again at their January meeting. The Committee recommended that the Board approve an amendment to the Bylaws instituting an electronic attendance policy which will enable trustees to attend Board meetings by phone if they meet the Open Meetings Act conditions.

#### **D. Art Committee**

The Art Committee met on November 16. They discussed Jim Kropp's upcoming photography exhibit and the program he will present based on his book. The spring exhibit will feature computer generated artwork by HMS students. The Committee is discussing the next purchase for the Library's permanent collection. Considerations include a balance of styles in the collection and the possibility of commissioning a piece.

#### **E. Foundation**

The Foundation made roughly \$12,500 at Dining at Dewey's. They will begin discussing how to use that money to support the Library in the new year.

#### **F. Friends**

The Friends met on November 15. They celebrated the success of the John Kass program. They are sending out membership renewal letters and planning a May gardening program.

### **G. Strategic Planning Committee**

The Strategic Planning Committee met on November 15. Sandy Swanson from OrangeBoy participated by phone. The committee discussed the agenda for the Visioning Workshop and the preliminary survey results.

### **UNFINISHED BUSINESS**

#### **A. Tax Levy Resolution**

The tax levy was explained to the board and reviewed at the October meeting.

**ON A ROLL CALL VOTE THE ANNUAL TAX LEVY RESOLUTION WAS UNANIMOUSLY APPROVED.**

#### **B. 2012 Holiday Schedule**

After reviewing door count and circulation statistics, Director Keefe recommend that the Library be open until 5 p.m. on the Wednesday before Thanksgiving and close at 1 p.m. on New Year's Eve. The in-service day will be changed from April 13 in order to accommodate patrons needing library services right before the tax deadline.

**THE 2012 HOLIDAY SCHEDULE WAS UNANIMOUSLY APPROVED AS AMMENDED.**

### **NEW BUSINESS**

#### **A. Mid-Year Operating Budget Review**

Executive Director Keefe highlighted some of the key variances in budgeted expenses and the Library's six-month expenses. The Library has seen a savings in personnel costs since the departure of several senior staff members. Costs for miscellaneous repairs will exceed the amount budgeted due to significant HVAC expenses this summer.

#### **B. Intergovernmental Agreement**

President Delaney reviewed the Intergovernmental Agreement between the Village and the Library. Minor changes were made to the original 2007 agreement, to reflect current practices and remove references to the Library's renovation.

**THE INTERGOVERNMENTAL AGREEMENT WAS UNANIMOUSLY APPROVED**

#### **C. E-Book Device**

Executive Director Keefe reviewed the proposal to circulate Nook e-Readers with pre-loaded content. Loan rules, selection criteria, and fee structure will be reviewed by the Executive Director and Head of Circulation Services no later than six months after implementation.

The Board discussed the procedure for removing content that patrons load onto the devices; YouTube tutorials for using OverDrive; the need for staff training to provide excellent customer support for these devices; and steps to protect the hardware, e.g. signage on the exterior book drop.

**ON A MOTION BY VICKY BUSH-JOSEPH AND SECONDED BY JOHANNA DELANEY, THE PROPOSAL TO BEGIN CIRCULATING E-READERS WAS UNANIMOUSLY APPROVED.**

D. By-Laws Revision

Executive Director Keefe reviewed the By-Laws revision that would allow Board members to participate in meetings by electronic means in accordance with the conditions set forth in the Open Meetings Act.

**ON A ROLL CALL VOTE THE BY-LAWS REVISION WAS UNANIMOUSLY APPROVED.**

**Trustee Comments**

The Board discussed how and when patrons were notified that unrestricted gifts went into the art fund. The Board briefly discussed food and beverage in the building, agreeing that this is likely to be discussed in more detail as part of the strategic planning process.

**CITIZEN'S COMMENTS**

None.

**ADJOURNMENT**

**ON A MOTION BY VICKY BUSH-JOSEPH AND SECONDED BY JOHANNA DELANEY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:56 P.M.**

Respectfully submitted by Karen Kleckner Keefe, \_\_\_\_\_  
Nancy Weller, Secretary