

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
October 25, 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 7:00 p.m. on October 25, 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; Ms. Tiffany Verzani, Assistant Director; Ms. Nancy Marvan, Office Manager

ON A MOTION BY VICKY BUSH-JOSEPH AND SECONDED BY CONNIE NELSON, THE CONSENT AGENDA WAS APPROVED AS AMENDED. THE 2012 LIBRARY HOLIDAY CLOSING DATES AND 2012 BOARD MEETING SCHEDULE WERE REMOVED.

The Board discussed closing earlier on the Wednesday before Thanksgiving next year. This will be discussed next month pending Director Keefe's evaluation of usage statistics for previous years. The Board meeting for March of 2012 was changed to March 20, 2012.

ON A MOTION BY JAN LETTS AND SECONDED BY JOE LAMANNA THE 2012 BOARD MEETING SCHEDULE WAS APPROVED AS AMENDED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

In addition to her written report, Director Keefe advised the Board that the Library saw a 47% increase in downloadable formats since last month. Barnes & Noble does allow libraries to circulate their Nook as long as the content is purchased from them. There will be a proposal brought to the November meeting pertaining to the Library purchasing eReaders for circulation. The Kass event brought over 200 people to the library. Registration was not required so many people pitched in to help accommodate the crowd. There was standing room only. The Friend's program was underwritten by Harris Bank. It was also decided that the Library should own its own portable sound system. The one we normally borrow from the Fire Department did not carry to the back of the room and many people were unable to hear. The Board asked Director Keefe to look for additional opportunities to spread the word about our homebound delivery service.

PRESIDENT'S REPORT

President Delaney advised the Board that she and Director Keefe met with Dave Cook, Village Manager, and Darrell Langlois, Assistant Village Manager/Director of Finance, to review the Intergovernmental Agreement. The Library's attorney will review it also. The Board also discussed the various programs they attended while at the Illinois Library Association Conference.

TREASURER'S REPORT

Treasurer LaManna pointed out that the Treasurer's Report showed \$2.4 million in the operating fund. This is a result of the Library receiving a large portion of the tax money at this time.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee did not meet since the last Board meeting. They will be meeting November 2, 2011. They continue to obtain quotes for replacing or abating the wooden windows. The caulking of the aluminum windows will begin soon.

B. Finance & Personnel

The Finance & Personnel Committee met yesterday. They discussed the tax levy process and the investment policy. They finalized an annual finance committee schedule. They will be meeting again at the end of November.

C. Library Policies

The Policy Committee did not meet since the last Board meeting. They will be scheduling a meeting in November.

D. Art Committee

The Art Committee did not meet since the last Board meeting. They are scheduled to meet November 16, 2011.

E. Foundation

The Foundation did not meet since the last Board meeting. They continue to work on the Dining at Dewey's event. They have a telephone meeting scheduled next week.

F. Friends

The Friends did not meet since the last Board meeting.

G. Strategic Planning

The Strategic Planning Committee has not met. There will be a meeting scheduled within the next several weeks. Director Keefe has been reviewing drafts of the online survey. There will be a visioning workshop December 7, 2011 from 5 pm to 9 pm.

UNFINISHED BUSINESS

A. Art Policy

This policy was distributed to the Board in last month's packet for review and discussion.

ON A MOTION BY PETE DEHAAN AND SECONDED BY VICKY BUSH-JOSEPH, THE ART POLICY WAS APPROVED. TRUSTEE WELLER VOTED NAY.

B. Sunday Hours

In January of 2010, the Library's hours of operation on Sunday were changed to 1 pm to 9 pm. Adjusting the operational hours of the Library on Sundays during the school year served as a means of fulfilling goals and objectives of the Strategic Plan, as well as realizing opportunities to stay relevant to the community it serves. In reviewing the statistics statistics of usage in the past 18 months, they have shown that patrons are not using the Library as much as anticipated. Director Keefe recommended that the hours of operation on Sundays be adjusted to 12 pm to 6 pm year round.

ON A MOTION BY JOE LAMANNA AND SECONDED BY PETE DEHAAN, THE BOARD UNANIMOUSLY APPROVED CHANGING SUNDAY HOURS TO 12 PM - 6 PM YEAR ROUND.

NEW BUSINESS

A. Semi-Annual Review of Executive Session Minutes

All of the executive session minutes reviewed have dealt with personnel issues which can remain closed according to the Open Meetings Act.

ON A MOTION BY NANCY WELLER AND SECONDED BY JAN LETTS, THE EXECUTIVE SESSION MINUTES WILL REMAIN CLOSED.

B. Tax Levy Review

Director Keefe and Treasurer LaManna explained the tax levy process to the Board. The tax levy resolution will be on next month's agenda for board approval.

CITIZEN'S COMMENTS

None

TRUSTEE'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY NANCY WELLER AND SECONDED BY JAN LETTS, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:30 P.M.

Respectfully submitted by Nancy Marvan, _____
Nancy Weller, Secretary