

MINUTES OF THE BOARD OF LIBRARY TRUSTEES

OF THE VILLAGE OF HINSDALE

March 17, 2011

President Delaney called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Storytime Room, Library Lower Level at 6:34 p.m. on March 17, 2011.

Present: Ms. Johanna Delaney, President; Mr. Jeff Finlay, Vice President; Mr. Joe LaManna, Treasurer; Ms. Nancy Weller, Secretary; Mr. Peter DeHaan, Trustee; Ms. Jan Letts, Trustee; Ms. Mary Foster, Trustee

Also Present: Ms. Karen Kleckner Keefe, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Ms. Michaela Haberkern, Head of Reference and Information Services

ON A MOTION BY JOE LAMANNA AND SECONDED BY NANCY WELLER, THE CONSENT AGENDA WAS APPROVED AS AMENDED. THE MINUTES OF THE FEBRUARY 22, 2011 BOARD MEETING WERE CORRECTED TO READ AS FOLLOWS:

A. OWNER'S REPRESENTATIVE-WINDOW IMPROVEMENT PROJECT

ON A MOTION BY JOE LAMANNA AND SECONDED BY JOHANNA DELANEY THE BOARD VOTED TO GIVE THE FACILITIES COMMITTEE THE AUTHORITY TO SPEND UP TO \$3500.00 TO HIRE AN OWNER'S REPRESENTATIVE TO ASSIST WITH THE BIDDING PROCESS FOR THE WINDOW IMPROVEMENT PROJECT AND WAS UNANIMOUSLY APPROVED.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Director Keefe advised the Board that she has spent the past few days getting acquainted with staff and the community. Assistant Director Auxier informed the Board that the elevator grant fund project is nearly complete. The last item will be to order a computer table that is handicapped accessible. Vice President Finlay thanked Ms. Auxier and Ms. Haberkern for a job well done during the search for the new director.

PRESIDENT'S REPORT

President Delaney informed the Board that the May board meeting will include officer elections. Trustees Foster and Finlay are currently working on a slate for officer candidates. She also reminded the Board that National Library Week begins April 10. Snapshot Day will be April 13. Pictures and patron comments will be collected and sent to the Illinois State Library to confirm the worth of the Library to the community it serves. Board members were encouraged to pay a visit to the Library that day. She also complimented staff on a job well done with the Big Read programming.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee has not met since the last Board meeting. Chair Finlay did speak with the Village regarding the windows. They advised him the wooden windows could not be replaced; only repaired.

B. Finance & Personnel

The Finance & Personnel Committee met on March 14th to review budget with Director Kleckner Keefe. The FY 11-12 budget will be on the April agenda for Board approval.

C. Library Policies

The Policy Committee met on March 9th. President Delaney advised the Board that they reviewed the public comment policy and will include on the April agenda for Board approval. They also reviewed the sample identity protection policy provided by Attorney Roger Ritzman. This will be included on the April agenda for Board approval. They are also working on some revisions to the bylaws.

D. Art Committee

The Art Committee has not met since the last Board meeting. There is a meeting scheduled for April 12th. They are continuing to get proposals for an art hanging system.

E. Foundation

The Foundation met on March 16, 2011. Vice President Finlay reported that the Foundation would like to hold a spring event on Thursday, May 12th. They're in the early planning stages so there is no set location as of this date. This event will serve as a new member drive, introduction to the new Library Board members and to acquaint the Foundation officers with possible corporate sponsorship. There will be more details available shortly. They also reviewed the Dewey event, discussing what was and was not of value. They are still in the process of negotiating pricing for the new youth services computers.

F. Friends

The Friends event, Death by Chocolate, was a huge success. It was attended by approximately 60 people. Jack Fredrickson, President, did a great job as moderator. Staff members Ellen Smith and Molly Coleman did a wonderful job with the planning and marketing of the evening. It was completely underwritten by Harris Bank.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. FY11-12 Budget

Treasurer LaManna explained the process of preparing and approving the budget for the new fiscal year. The Library receives 96% of its revenue from property taxes. The per capita grant is not included in the budget as income due to its uncertainty. The interest on the money in our capital fund is currently going to the operating budget. Staff confirmed with the Library's attorney that this process is legal. He reviewed the line items with the Board and the budget will be included on the April agenda for Board approval.

B. Public Comment Policy

This policy was reviewed by the Board will be on the April agenda for approval. It allows for the public to speak at meetings on the topic at hand.

CITIZEN'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY JEFF FINLAY AND SECONDED BY JOHANNA DELANEY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:20 P.M.

Respectfully submitted by Nancy Marvan, _____
Nancy Weller, Secretary