

MINUTES OF THE BOARD OF LIBRARY TRUSTEES

OF THE VILLAGE OF HINSDALE

April 26, 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 7:07 p.m. on April 26, 2011.

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

Also Present: Ms. Karen Kleckner Keefe, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Ms. Molly Coleman, Outreach & Community Relations Coordinator; Vicky Bush-Joseph, Citizen; Connie Nelson, Citizen; Tobe Liebert, Citizen; Tom Westbrook, Citizen; John Sachanda, Citizen; Kristin Dunn, Citizen

Absent: Ms. Jan Letts, Trustee

ON A MOTION BY MARY FOSTER AND SECONDED BY NANCY WELLER, THE CONSENT AGENDA WAS APPROVED AS AMENDED. THE LIBRARY BOARD MEETING MINUTES WERE CORRECTED TO READ "TRUSTEES FOSTER AND FINLAY ARE CURRENTLY WORKING ON A SLATE FOR OFFICER CANDIDATES" UNDER PRESIDENT'S REPORT, SECOND SENTENCE. THE ART COMMITTEE MEETING MINUTES WERE CORRECTED TO READ "D. NOELL" RATHER THAN "P. WHITE" IN THE FIRST SENTENCE UNDER B. SPECIFIC ARTISTS. THE DATE AND TIME WERE CORRECTED ON THE FACILITIES COMMITTEE MEETING MINUTES TO READ APRIL 14, 2011 AT 1 PM.

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Director Keefe advised the Board that she has been working with Ms. Auxier on the window project. They will be contacting Phil Wade, Owners Representative, regarding the bid preparation. She is also working on revised job descriptions. Anita Scholtens, Head of Circulation, retired on April 22, 2011. Her position will be posted and staff has been encouraged to apply. The MLS office in Burr Ridge will be the temporary headquarters for the newly merged library system, RAILS. She also reminded the Board that the Library will be closed April 29, 2011 for a Staff Development day. The June 28, 2011 board meeting will be rescheduled to Monday, June 27, 2011.

A. Helen O'Neill Scholarship Award

Director Keefe informed the Board that the scholarship will be awarded to Krish Jadhvani. Krish has been a page at the library since October, 2009 and is an excellent employee. President Delaney will present the check to Krish at the scholarship award ceremony on May 25, 2011.

PRESIDENT'S REPORT

President Delaney informed the Board that new trustee orientation will take place on Friday, May 13, 2011. The new slate of officers was announced by Trustee Foster. The slate consists of Trustee Delaney for president, Trustee DeHaan for vice president and Trustee LaManna for Treasurer. The President will select the candidate for secretary at the May meeting.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee met April 14th. Chair Finlay reported they discussed the window bid process and expect it to be out to bid within six weeks. They also discussed replacing two emergency exit door and transom windows.

B. Finance & Personnel

The Finance Committee has not met since the last Board meeting.

C. Library Policies

The Policy Committee met on April 20th. President Delaney reported that they completed the identity theft policy which is on tonight's agenda for approval. They continue to work on revisions to the bylaws and a policy to govern the art committee.

D. Art Committee

The Art Committee met April 12th. They have chosen a new piece of art for the Library's permanent collection. It is by Gordon Powell who is a well known artist in the Chicagoland area. The piece is due to be delivered and installed on May 10th. There will be a reception on May 12th to showcase the inaugural piece. The artist will be attending as well. Trustee Weller suggested signage by the book sale shelves to let patrons know their purchases help fund the artwork.

E. Foundation

The Foundation met on April 13, 2011. Vice President Finlay reported that the Foundation is holding their spring event on Wednesday, May 18th. 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. They will be working on revising their bylaws. They completed the negotiations with AWE and will pledge money for youth services to purchase four computers.

F. Friends

The Friends did not meet since the last Board meeting.

UNFINISHED BUSINESS

A. FY2011-2012 Operating Budget Approval

Treasurer LaManna reviewed the final FY11-12 budget with the Board.

ON A MOTION BY JEFF FINLAY AND SECONDED BY JOE LAMANNA, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE FY11-12 OPERATING BUDGET.

B. Public Comment Policy

Vice President Finlay suggested removing the third bullet under Guidelines which reads "Unless additional time is granted by the Board President or designee, each person is allowed a maximum of three (3) minutes to speak." He pointed out that this has never been an issue at any of the Library's Board meetings.

ON A MOTION BY JEFF FINLAY AND SECONDED BY NANCY WELLER, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE PUBLIC COMMENT POLICY AS AMENDED.

NEW BUSINESS

A. Semi-Annual Review of Executive Session Minutes

All of the executive sessions to be reviewed dealt with personnel issues. Therefore, it was decided that they should remain closed.

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

B. Volunteer Resolution

This being National Volunteer Month, the Library took this opportunity to recognize some of our volunteers. Tobe Liebert is the Library's volunteer coordinator. Tom Westbrook delivers homebound materials to residents in need of this service. Kristin Dunn assists with the used book sales and also with inventory. John Sachanda volunteered his expertise in videotaping the Library Bill of Rights during National Library Week. Marianne Matthews, who was unable to attend the meeting, has been the driving force behind the used book sale. In addition, the Library has been fortunate to have countless students who assist with a variety of tasks.

ON A MOTION BY JEFF FINLAY AND SECONDED BY JOHANNA DELANEY, THE VOLUNTEER RESOLUTION OF APPRECIATION WAS UNANIMOUSLY APPROVED.

C. Funding of Art Collection Resolution

The resolution establishes funding for an art collection to use the monies collected from the used books sale and unrestricted gifts under \$3,000.00.

ON A MOTION BY JEFF FINLAY AND SECONDED BY MARY FOSTER, THE FUNDING OF ART COLLECTION RESOLUTION WAS APPROVED. TRUSTEE WELLER VOTED NAY.

D. Capital Expenditure Resolution

Vice-President Finlay noted error in 6th & 7th paragraph changing Finance Committee to read Facilities Committee. Also in the 6th paragraph, "existing windows" should read "selected existing windows".

ON A MOTION BY JEFF FINLAY AND SECONDED BY MARY FOSTER, THE CAPITAL EXPENDITURE RESOLUTION WAS UNANIMOUSLY APPROVED AS AMENDED.

E. Identity Protection Policy

The Board reviewed the policy and decided to change the order of the bullet points listed on page 4 under "Why does the Library collect your Social Security Number?"

ON A MOTION BY PETE DEHAAN AND SECONDED BY JOHANNA DELANEY, THE IDENTITY PROTECTION POLICY WAS UNANIMOUSLY APPROVED AS AMENDED.

F. E-Pay

ON A MOTION BY JOE LAMANNA AND SECONDED BY PETE DEHAAN, THE BOARD UNANIMOUSLY AGREED THAT THE TRANSACTION COST OF UTILIZING E-PAY WILL NOT BE PASSED ON TO THE PATRONS.

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 9:02 P.M.

Respectfully submitted by Nancy Marvan, _____
Nancy Weller, Secretary