

CLARENDON HILLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 15, 2022

Call to Order: Trustee Goel called the meeting to order at 7:00 PM

In Attendance: Director Lori Craft, Trustees Derfiny, Goel, Gupta, Jablonski, Swanton

Absent: Trustee Kilens and Quinonez

Public Attendees/Comment: No attendees from the public.

Communications: A letter from Clarendon Hills Resident Frank Suchy dated 2/9/2022 addressed to the Clarendon Hills Village President in appreciation for the good services received from the Clarendon Hills Public Library was read aloud.

Minutes: The Board reviewed the minutes from the January 18, 2022 Board Meeting. Trustee Derfiny moved to approve the minutes; unanimously approved.

Treasurer's Report: The Board reviewed and discussed the Transaction Detail for January 2022. Director Craft commented that the funds from the property taxes usually starts coming to the Library in July or August.

Report of Library Affairs:

- **Monthly Circulation Stats:** In January, the Library checked out 6560 physical items (3822 were checkouts; 2738 were renewals) and 1460 digital items. Overall, the January checkouts in 2022 were 8020 compared to 6206 items in 2021 and 8979 items in 2020. In January, the total for the number of unique library card numbers used to check out items each day added up for the month was 1134. The total for unique library card numbers used to check out items in the month of January was 600.
- **Staff Update:** A Circulation Associate has resigned from the library as she has accepted a full-time position in her field of study. Her last day was February 3, 2022. This position has been posted.
- **Audit:** The Director Craft and Lucy Tarabour worked with Sikich, the Library's auditing firm, on the fieldwork portion of the FY2021 audit on February 9-10.
- **Illinois Public Library Annual Report (IPLAR):** The IPLAR that covers statistics for FY 2021 has been completed and submitted to the State Library. It must be completed within 60 days of the end of a fiscal year.
- **1000 Books Before Kindergarten Reading Challenge:** In March, the Youth Department is starting a 1000 Books Before Kindergarten Reading Challenge to encourage parents to read aloud to their preschool children. Children that register for the challenge will get a Reading Challenge Activity Book that they can use in conjunction with the online Beanstack Reading Challenge software the library has to keep track of what they read. The Reading Challenge Activity Books were financially sponsored by the Friends of the Library.
- **Newsletter:** The March-May 2022 newsletter has been sent to the printers and should be mailed out to the public around February 28.
- **Tax Forms:** The library has received various individual income tax forms and schedules. They are available to the public on the Main Level (on the kiosk by the new large print books).

Unfinished Business:

- Pursuant to a Board motion in the January 2022 Board meeting, Trustee Derfiny was asked to review and consider options for potential development or capital improvement to the Library based on the input from the community survey. As a result of this requested work, Trustee Derfiny presented three possible project options – outdoor stage and seating area, study area by elevator maintenance room, or study rooms on the adult level. The Board discussed the options and will continue to consider and discuss these in future meetings.
- The Sunday book drop schedule was discussed. Trustee Jablonski moved to have the Library give each Officer (President, Secretary and Treasurer) a key to the Library to help facilitate the Board members monthly rotation of emptying the book drop on Sundays. The motion passed unanimously.

New Business:

- The Board discussed what the masking policy in the Library should be after the Governor's indoor mask mandate ends, as announced. Trustee Jablonski moved that the Library become mask optional when the mask mandate is lifted. The motion passed unanimously. Trustee Goel also asked Director Craft to update current mask signage in the library to state that the mask policy was reviewed by the Board on February 15, 2022.
- Director Craft gave the newer Board members information on how to access the Open Meetings Act training which they need to complete. The state's training site had been inaccessible at the start of the new Board members' terms, but a newer site has been created and is now operational.

Executive Session. Trustee Derfiny moved to go into Executive Session under 2(c)(1) of the Illinois Open Meetings Act to discuss employee matters. Motion passed unanimously and the Board went into executive session at 8:01 PM. On motion of Director Derfiny, the Board meeting closed executive session at 8:17 PM.

New Business (Continued):

- Trustee Derfiny motioned to raise Director Craft's salary by 1% starting on her anniversary date of April 1. Motion passed unanimously.

Adjournment: Trustee Derfiny moved to adjourn the meeting and the motion passed unanimously. The meeting was adjourned at 8:19 PM.

Submitted by Valli Gupta