

CLARENDON HILLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 18, 2022

Call to Order: Trustee Goel called the meeting to order at 7:02 PM.

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

Absent: Trustee Swanton

Public Attendees: None

Minutes: The Board reviewed the minutes from the December 14, 2021 Board Meeting. Trustee Derfiny moved to approve the minutes; unanimously approved.

Treasurer's Report: The Board reviewed and discussed the Transaction Detail Report for December 2021. Trustee Goel noted the positive end to the fiscal year with income surpassing expenses in 2021. Director Craft indicated that the extra income came from awarded grant funds and that expenses were reduced in part due to lower expenses in salaries and benefits given the departures of various employees.

Report of Library Affairs:

- **Monthly Circulation Stats:** In December, the Library checked out 6161 physical items (3859 were checkouts; 2302 were renewals) and 1276 digital items. Comparison of December checkouts for 3 last years:

12/2021 checkouts: **7437** items | 12/2020 checkouts: **6223** items | 12/2019 checkouts: **7992** items

In December, 2021 the Library's total of the number of unique library card numbers used to check out items *each day* added up for the month was 991. The total for unique library card numbers used to check out items in the month of November was 569.
- **Per Capita Grant:** The Illinois Public Library Per Capita Grant has been completed and emailed to the State Library. The grant deadline was January 15, 2022, though the State Library has now extended the deadline to February 15, 2022.
- **New Sign Inserts for the Main Level** (and Youth DVDs): Because the Library moved the new mass market paperbacks and the new large print collections off the pinwheel shelving on the main level to make room for more DVDs, the Library had new sign inserts made for the acrylic sign holders used on the main level. The Library also had new sign inserts made for the Youth DVD cart and the Adult CD collection.
- **Circulating Rokus w/Streaming Services** - The Library will start circulating 3-4 Roku Streaming Sticks that have subscriptions to Netflix, Apple TV+, HBO Max, and Disney+. In order to use the Roku Streaming Stick, a patron's television would need to have an HDMI input and high-speed internet with a wireless router at home. These should be ready for the public sometime in February.

Buildings and Grounds: Trustee Derfiny provided the Buildings and Grounds update:

- Attic Cleaning Completed by Trustee Derfiny.
- 2022 pounds (1 ton+) of scrap metal that had been stored in attic were moved by LaGrange Presbyterian Church.
- Additional Buildings & Grounds Activities completed by Trustee Derfiny:
 - Assembled new Ogee curved mobile white-board.
 - Completed touch-up paint on lower-level washroom door.
 - Adjusted loose lower-level washroom door handle.
- Pending Activities (yet to be scheduled):
 - Repair damaged Bee-A-Reader Bee Sculpture (multiple cracks after fall). This needs more research.
 - Repair to exterior finish of rear Emergency Exit Door (waiting for warmer/dry weather).

Unfinished Business:

- Director Craft raised the issue for Board's consideration of COVID mitigation policies and practices in the Library. The Board discussed the types of masks offered to staff and patrons. As to the issue of managing or adjusting COVID policies in the Library, the Board discussed consulting with Dr. Atul Gupta, Infectious Disease Specialist with Southwest Infectious Disease Associates and Clarendon Hills resident (and spouse of Director Gupta), to help interpret public health guidance with the goal of keeping staff and patrons safe in the Library. Trustee Goel will compile Board member questions for Dr. Gupta to answer.
- Director Craft discussed the CHPL Community Survey, which concluded in December, 2021. The Library received 150 completed surveys: 55 print surveys and 95 online surveys (plus 4 kids' surveys). The Board reviewed the written comments.

New Business:

- The Board discussed the next steps as to possible capital improvements, based on the community input received in the survey. After extensive discussion about an outdoor pavilion or indoor space and purposes of each, as well as the need for an architect's opinion and guidance on each option, Trustee Goel moved to request that Trustee Derfiny, as the Head of the Buildings and Grounds, write up an outline of the benefits and disadvantages to consider regarding building an outdoor pavilion compared to building an adjoining enclosed structure to share with the Board at the February meeting. The motion passed unanimously.
- The Board discussed the rotating responsibility of Board members for emptying the book drop in the Library on the weekends.

Executive Session. Director Anupam moved to have the Board meeting 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 8:10 PM. On motion of Director Derfiny, the Board meeting closed executive session at 8:34 PM.

Adjournment: Trustee Kearney moved to adjourn the Meeting and the Motion passed unanimously. The meeting was adjourned at 8:34 PM.

Submitted by Valli Gupta