

## CLARENDON HILLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 19, 2022

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

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

**Absent:** Trustee Quinonez

**Public Attendees/Comment:** Tiffany Nash from Product Architecture and Design attended by Zoom

By motion of Trustee Derfiny (passed unanimously), the Board went into Executive Session under Section 2(c)(1) of the Open Meetings Act for purpose of discussion of employment issues at 7:19 PM. The Board ended Executive Session at 7:48 PM by motion of Trustee Derfiny.

**Minutes:** The Board reviewed and accepted the minutes from the June Board Meeting.

**Treasurer's Report:** The Board reviewed and discussed the Transaction Detail for June 2022.

### Report of Library Affairs:

- **Library Service Statistics:** In June, the Library checked out 9204 physical items (6233 were checkouts; 2971 were renewals) and 1438 digital items. Overall, the June 2022 checkouts were 10,642 compared to 9,488 items in 2021 and 9,137 items in 2020. In June, the Library's total for the number of unique library card numbers used to check out items each day added up for the month was 1578. The Library's total for unique library card numbers used to check out items in the month of June was 834.
- **Book Sale Reminder:** Director Craft reminded the Board that the library will be holding a special three-day Bag Sale Book Sale in the library's upper-level meeting room on 7/23, 7/25 & 7/26. Customers can fill up a grocery sack (the library provides the bag) with donated books to keep for only \$10/bag on 7/23 & 7/25 and \$5/bag on 7/26. Clean up will be on 7/27 starting at 10:00 am. Remaining boxes of books will be taken to Goodwill. Director Craft asked for Board members, if they were available the morning of 7/27, to help take boxes to Goodwill.
- **Community Group/Organization Interactions** (from last Board meeting to current Board meeting):
  - Every Tues.: The Fire Department uses the upper-level meeting room Tuesday mornings from 10:30- 11:30 to do free blood pressure screenings for the public.
  - June 29: Director Craft met with representatives from Village Hall and the Historical Society to talk about the plans for the Village's 100-year anniversary in 2024.
  - June 30: Director Craft met with a representative from the Birches to discuss Clarendon Hills becoming a dementia friendly town.
  - July 14: Director Craft presented a story time at the Famers Market on the Village lawn.

### Building & Grounds:

- Trustee Derfiny indicated that the emergency exit door in the back of the Library has dry rot in the wood. The door has been temporarily patched, but will need to be replaced. Director Craft will contact Door Systems who originally installed the door about replacing the door.
- The library received the finished boundary survey from Schomig Land Surveyors. There was a question on whether the fence between the library and a residential house (10 Golf Ave) was on library property. According to the boundary survey, the fence is not on library property.

**Unfinished Business:**

- The Board accepted the written goals of the Director as amended.
- The Board of Trustees reviewed and discussed the written proposals of each of the two architecture firms contacted by the Library for the design and oversight of construction of the two study rooms, including the experience of other public libraries in the area.

**New Business:**

- Trustee Kilens moved to accept the proposal for architect services from Project Architecture and Design for the upcoming study room construction project; motion approved unanimously.
- Director Craft asked the Board to increase the spending authority of the Library Director from \$1000 to \$2500 on any single item without prior Board of Trustee approval. She presented information about the purchasing authority of the directors at other area public libraries and how an increase would benefit the Library. Trustee Kilens moved to approve the purchasing authority of the Director being raised to \$2,500; motion approved unanimously.
- The topic of security cameras in the Library was brought up. The Library currently has two cameras on its main level. Trustee Goel moved to remove the cameras from the Library. Reasons for keeping the cameras, as well as, removing them were discussed. The Board decided to table this issue until a later meeting date.

**Adjournment:** Trustee Kilens moved to adjourn the meeting and the motion passed unanimously. The meeting was adjourned at 8:35 PM.

Submitted by Valli Gupta and Lori Craft