

# CLARENDON HILLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 21, 2022

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

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

**Absent:** Trustee Swanton

**Public Attendees/Comment:** None

**Minutes:** The Board reviewed the minutes from the May Board Meeting. Trustee Derfiny provided a correction to his May Board Meeting Buildings and Grounds report; Trustee Derfiny then moved to approve the minutes with his modification and the motion was approved unanimously.

**Treasurer's Report:** The Board reviewed and discussed the Transaction Detail for May 2022. The Library has received a portion of the levied tax funds and it is reflected in the Transaction Detail.

The Director discussed the Audit Report prepared by Sikich for the year ending December 31, 2021. Sikich, the independent auditor hired to review the Library's financial statements, has indicated that the financial statements fairly present the respective financial position of the governmental activities and the major fund of the Library. Director Craft pointed out that the auditor uses an accrual basis for accounting while the Library uses a cash basis. A Statement of Receipts and Expenditures for FY2021 will be filed with the DuPage County Clerk's and DuPage County Treasurer's Offices.

## Report of Library Affairs:

- **Library Service Statistics:** In May, the Library checked out 6775 physical items (3998 were checkouts; 2777 were renewals) and 1220 digital items. Overall, May checkouts in 2022 were 7995 compared to 7785 items in 2021 and 2022 items in 2020. In May, the total for the number of unique library card numbers used to check out items each day added up for the month was 1092. The total for unique library card numbers used to check out items in the month of May was 583.
- **Book Sale:** 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.
- **Ice Cream Social:** The Ice Cream Social - which this year will be a "Library Lawn Party" - will be August 18 from 6:00-8:00 pm. This year the Library has ordered an ice cream cart from Carts of Chicago Catering which will come with 264 individually wrapped novelty ice cream treats (The Friends of the Library are financially sponsoring the cart) and a DJ to play music.
- **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.
  - May 25: Krista was at Prospect School all day visiting classes to promote our summer reading challenge and summer activities.
  - June 9: Krista presented Story Time at Clarendon Hills Chamber of Commerce Farmers Market.
  - June 14: Director Craft attended Friends of the Library quarterly meeting.

- June 17 & 18: Director Craft was at the Clarendon Hills Chamber of Commerce Daisy Days event staffing a table.

**Buildings and Grounds:** Director Goel had suggested that the Library purchase air purifiers to reduce viral load in closed spaces. The Board members discussed this issue and a question was raised as to the efficacy of air purifiers as to COVID-19 spread. Trustee Quinonez will inquire about the model used in her work-related school district and Trustee Gupta will ask Dr. Atul Gupta, infectious disease specialist of Southwest Infectious Disease Associates about the benefits of air purifiers in reducing COVID-19 spread. Trustee Quinonez and Gupta will report back to Director Craft.

Trustee Kilens moved to go into Executive Session under Section 2(c)(1) of the Open Meetings Act for purpose of discussion of employment issues at 7:30 PM and the motion was unanimously approved.

Trustee Kilens moved to go out of Executive Session at 7:47 PM and motion was unanimously approved.

#### **Unfinished Business:**

- The Board discussed Director Craft's goals that she wrote based on comments in her annual performance appraisal.
- The Board of Trustees reviewed the letter providing a written bid from Product Architecture to provide architectural services related to the study rooms project and how to compare the bid with the one received from Engberg Anderson. Trustee Goel and Derfny will more closely review the two bids in order to develop questions for the architects, and Director Craft will invite a representative from Product Architect to come to the next Board meeting to answer questions.
- The Library had a very successful presence at Daisy Days this year, with many children of all ages playing the Library's PLINKO game for reading-related stickers and bookmarks. Trustees Swanton, Quinonez and Gupta volunteered at the Library Table for portions of the day.

#### **New Business:**

- The Board members discussed the Schomig Land Surveyors proposal to complete a Boundary Survey not to exceed \$2,050. Director Kearney moved to accept the Surveyors' proposal; motion approved unanimously.
- Director Craft discussed the necessary action on a matured CD of \$161,460 at the Clarendon Hills Bank. The Board Trustees discussed the options and the increasing interest rates. Trustee Derfny moved to reinvest the funds in a one-year CD; unanimously approved.
- Director Craft brought up the Volunteer Dinner. The volunteers and Friends of the Library Board preferred not to meet in person for a dinner at this time. The Board discussed a purchase of flowers or other gift for the volunteers.
- Director Craft circulated a Library Lawn Party Shift Sign-Up among the Board Trustees.
- Director Craft also took volunteers among the Board Trustees for the upcoming months of Sunday Book Drop Duty.

**Adjournment:** Trustee Kilens moved to adjourn the meeting at 8:52 PM and the motion passed unanimously.