

CLARENDON HILLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, March 15, 2022

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

In Attendance: Director Lori Craft, Trustees Derfiny, Goel, Kilens, Quinonez, and Swanton.
Trustee Jablonski attended by phone.

Absent: Trustee Gupta

Public Attendees/Comment: No attendees from the public.

Minutes: The Board reviewed the minutes from the February 15, 2022 Board Meeting. Trustee Derfiny moved to approve the minutes; unanimously approved.

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

Report of Library Affairs:

- **Library Service Statistics:** In February, the library checked out 6185 physical items and 1222 digital items. Overall, the February checkouts in 2022 were 7407 compared to 6898 items in 2021 and 8745 items in 2020. In February, the total for the number of unique library card numbers used to check out items each day added up for the month was 1001. The total for unique library card numbers used to check out items in the month of February was 545.
- **Staff Update:** The library has filled the open 19-20/hours a week Circulation Associate position.
- **Mobile Hotspot Change:** Director Craft let the Board know that due to a change at Mobile Beacon, who with Tech Soup offer the reduced rate service plan program the library uses for its circulating mobile hotspots, the library's hotspots switched carriers from Sprint to T-Mobile.
- **Illinois Libraries Present:** Illinois Libraries Present have scheduled the following authors for virtual presentations coming up:
 - March 30 – Jenny Lawson (wrote *Furiously Happy*)
 - April 27 – Nick Offerman (actor and writer)
 - May 18 – Michelle Zauner (wrote best-seller *Crying in H Mart*)There will also be an author in June and then the pilot program will be over and ILP will re-access price structure and offerings.
- **Vacation:** Director Craft let the Board know that she will be on vacation March 21-25.

Building and Grounds:

Director Craft informed the Board that the library had its annual fire extinguisher inspection. A fire extinguisher inspection is conducted to check overall condition and includes both fire extinguisher maintenance and testing.

Unfinished Business:

- Trustee Derfiny gave a summary of his presentation that he gave at the February meeting regarding options for potential development or capital improvement to the library based on the input from the community survey. He also presented more information on potential space for study rooms on the north end of the adult level. The Board discussed the pros and cons between having one larger study room versus two smaller study rooms in the potential space. The Board seemed more interested in 2

smaller rooms and asked Director Craft to reach out to architects to firm up what could be done with the adult level space.

- Director Craft reminded the Board to submit their Statements of Economic Interest by May 2. Trustees should have received an informational email about filing their Statement online from the County Clerk's Office around March 1 and another email from them on March 3 giving further clarification on how to answer some of the newer questions.

New Business:

- The Board reviewed the process and form used for the Director's annual appraisal. As part of the review, Trustee Derfiny shared responses given to a questionnaire that he had sent to Board members regarding the evaluation form/process. Based on the Board's discussion, they concluded that they would meet in Executive Session at the April Board Meeting to discuss Director Craft's appraisal so they may provide her with more feedback for her to use to create goals.
- Director Craft let the Board know that some additional furniture and toys had been put back out in the public areas. The Board said she could put out more furniture, toys, and technology as she felt the current public health and safety conditions warranted.
- Director Craft asked the Board to change the requirement for proof of residency to get a library card to accept a driver's license alone if it had the resident's Clarendon Hills address on it. If the license did not have the CH address, two additional proofs of residency would still be needed. The Board voted to approve this change (Trustee Kilens moved; passed unanimously).

Adjournment: Trustee Kilens moved to adjourn the meeting and the motion passed unanimously. The meeting was adjourned at 8:46 PM.

Submitted by Lori Craft