

## CLARENDON HILLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 17, 2022

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

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

**Absent:** Trustee Kilens

**Public Attendees/Comment:** Shaun Kelly of Engberg Anderson Architects (guest presenter)

**Minutes:** The Board reviewed the minutes from the April Board Meeting. Trustee Goel noted one addition to be made to the minutes and Trustee Goel moved to approve the minutes with the amendment; unanimously approved.

**Treasurer's Report:** The Board reviewed and discussed the Transaction Detail for April 2022. Director Craft noted that the Library's share of property taxes will start being received in July or August. Director Craft indicated that the two-year Certificate of Deposit (CD) at the Clarendon Hills Bank has matured and asked the Board members if the Library would like to renew or seek to hold the cash in another way. The bank recommended putting the money in a MaxSafe MMA to maximize the interest return. The Board discussed and Trustee Goel asked Director Craft to find out if a 5-year ladder government bond would be a good option for the library.

### Report of Library Affairs:

- **Library Service Statistics:** In April, the Library checked out 7125 physical items (4421 were checkouts; 2704 were renewals) and 1300 digital items. Overall, the Library April, 2022 checkouts were 8425 compared to 7953 items in 2021 and 1800 items in 2020. In April, our total for the number of unique library card numbers used to check out items each day added up for the month was 1214. The total for unique library card numbers used to check out items in the month of April was 633.
- **Comics Plus:** In June, the Library will start offering **Comics Plus** – a digital platform that offers readers unlimited access to thousands of digital comics, graphic novels, and manga from popular publishers like ABDO, Andrews McMeel, Archie Comics, BOOM! Studios, Capstone, Dark Horse, Dynamite, Graphic Mundi, Humanoids, IDW, Lerner, Kodansha, TKO Studios, Tokyopop, Valiant, Yen Press, and many more. Every title is always available - no wait lists or monthly borrowing limits. RAILS was able to work out a discount for RAILS libraries, so the annual cost for a library our size is very reasonable.
- **Summer Newsletter Mailing:** The summer newsletter mailer will be sent to the printers on May 16 and should make it into CH homes right after Memorial Day. It will include information about the library's Summer Reading Challenge – Read Beyond the Beaten Path – in which all ages can read to earn raffle entries for gift certificates to local businesses.
- **Community Group/Organization Interactions in Last Month:** The staff provided books to residents of the Birches. In addition:
  - **April 21** - Local Brownie Troop planted seeds with Friends of the Clarendon Hills Library Garden Committee members.
  - **May 3** – Director Craft went to ELL (English Language Learners) District 181 Event held at Elm School to highlight summer activities and the summer reading challenge.
  - **May 4** - Youth Librarian, Krista Devlin, presented two Story Times for visiting preschool and Kindergarten classes from Notre Dame School.
  - **May 9, 13, and 17** - Krista presented virtual book-talks to classes at CHMS.

- **May 10** - Starting May 10, the Fire Department will use the upper-level meeting room on Tuesday mornings from 10:30-11:30 to do free blood pressure screenings for the public.
- **May 16 and 18** - Krista was at Walker School all day visiting classes to promote the library's summer reading challenge and summer activities.

#### **Buildings and Grounds:**

- **Library Fence:** Director Craft received a query from the owner of the property at 10 Golf Ave regarding the ownership of the fence between his property and the Library as the fence needs some repairs. Trustee Derfny inspected the fence to verify the neighbor's concern. The 61-foot wood fence shows evidence of dry rot. Trustee Derfny estimated cost to replace the fence would be a minimum of \$2,000. As Director Craft cannot find any information that proves or disproves if the library owns the fence, Trustee Derfny indicated that a boundary survey should be done to determine ownership. Director Craft will contact a surveyor to conduct the boundary survey.
- **Washroom Handle:** Trustee Derfny replaced a handle on the north washroom's door.
- **The "I'd Rather Bee Reading" Bee Sculpture:** Trustee Derfny caulked the cracks in the bee sculpture and securely mounted it to its base. Director Craft painted the caulked areas to match the rest of the bee and provided a protected polyurethane over-coat.

#### **Unfinished Business:**

- **Capital Building Projects:** Shaun Kelly of Engberg Anderson Architects discussed the proposal for architect services for the study room building project. The Trustees asked questions about the options and possible costs. He identified three steps in building project with which his firm could assist: design, bid and procurement of subcontractors, and construction administration. For these services, he provided a breakdown of the estimated number of work hours and quoted a fee of \$16,000. He also emphasized that given labor and supply chain issues, the timing and expense of a small capital improvement project of this size may vary from initial estimates. After an extensive discussion, the Board Trustees agreed that while considering this proposal, the Library should obtain a bid from another architectural firm to compare with this one.

#### **New Business:**

- **Non-Resident Library Card Fee:** The Board discussed the non-resident library card fee for residents whose property taxes do not include the library. Per state statutes, the library votes on this annually and uses the General Mathematical Formula to determine the fee. Motion by Trustee Gupta to charge \$245 for non-resident library card fees to go into effect July 1; unanimously passed.
- **Tables at Dancing in the Streets and Daisy Days:** Director Craft indicated that the Library would not have a table at Dancing in the Streets but would purchase a half table for Daisy Days using money donated from a business sponsor. Director Craft said she would request Trustees to indicate their availability to volunteer at the table.
- **Director Goals:** Director Craft laid out library goals based on comments from her annual appraisal. She will take feedback about the goals at the next Board meeting.

**Adjournment:** Trustee Derfny moved to adjourn the meeting and the motion passed unanimously. The meeting was adjourned at 8:34 PM.