

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JULY 15, 2020, 7:00 P.M.
ZOOM CONFERENCE MEETING**

APPROVED MINUTES

Prior to the meeting being called to order, Director Kim confirmed that each Trustee could hear the meeting.

- 1) **CALL TO ORDER:** Vice-President Lin called the meeting to order at 7:05 p.m.

Vice-President Lin stated, "I will call the meeting to order at 7:05 p.m. This meeting is being held virtually given that the Illinois Governor has declared the COVID-19 pandemic a disaster. I have determined that an in-person meeting is not practical or prudent because of this."

- 2) **ROLL CALL:** The following Trustees were present: Kathy Doyle, Craig Eisner, Teresa Grosch, Linda Lin, Bruce Ronner, and Mabel Tung. Present were library staff members Nancy Buehler, Danny Burdett, Ann Finstad, Becky Halcli, Maureen Liebenson (logged in 7:11 pm), Liz McClain, and Andrew Kim, Executive Director. Also present was Marti Wick, President of the Friends of the Glencoe Public Library. Absent: Trustee Laura Solon.

- 3) **ADDITIONS TO THE AGENDA:** There were no additions to the agenda.

- 4) **CONSENT AGENDA:** Vice-President Lin asked for approval of the Consent Agenda items:

- a. Approval of the June 17, 2020 Regular board meeting minutes
- b. Approval of the July 1, 2020 Committee of the Whole meeting minutes
- c. Approval of the Capitalization of Assets policy revision
- d. Approval of 2022 library closure dates

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Doyle **TO APPROVE THE ITEMS IN THE CONSENT AGENDA**

The **MOTION PASSED UNANIMOUSLY** by roll call vote by those present.

Ayes: Doyle, Eisner, Grosch, Lin, Ronner, Tung
Nays: None

- 5) **PUBLIC COMMENT:** There was no public comment from the attendees.

- 6) **COMMUNICATIONS:**

- a. Patron comments:
Trustee Lin asked if non-Glencoe cardholders can use curbside. Director Kim responded that non-Glencoe cardholders can use the library and collections when the building reopens but curbside will remain Glencoe cardholders only.

- b. Local press: There were no comments.

7) **REPRESENTATIVE FROM THE FRIENDS OF THE LIBRARY:**

Friends President Marti Wick reported that the Friends have been catching up with sorting and pricing of materials in the book room. They have created a schedule for the volunteers to limit the number of people in the book room at one time. They will begin to accept donations in the bins in the library's foyer on July 20th. They ask that all donations be in sealed bags or boxes and dated with donation date.

8) **COMMITTEE REPORTS:**

- a. Building & Grounds: No report
- b. Finance: Trustee Ronner reported that due to Cook County's schedule, the reports and statements that the library's accountant uses to prepare the monthly financial reports were not available. The June and July financials will be discussed at the August regular board meeting. There was a brief discussion on capitalization of assets and depreciation of equipment/furniture.
- c. Marketing: A meeting will be scheduled so the committee can see the mock-up of the new website.
- d. Plan Commission: No report. Trustee Solon is attending this evening's Plan Commission meeting.
- e. Planning: No report.
- f. Policy & Bylaws: The Emergency Paid Sick Leave and Emergency Family and Medical Leave Act Expansion policy will be discussed under New Business. The Social Media Policy will be presented at the August meeting.
- g. Sustainability Task Force: Trustee Lin reported that the committee has a new chair, Barney Gallagher. The committee is focusing on the Ravines, biking maps, and library programs. Programming topics will include water and recycling. The Sustainability Task Force is recommending EcoDistrict framework as a planning tool for the Village but is not currently recommending certification.
- h. Technology: Trustee Tung reference the report that is on page 22 of the packet. Recognized issues are being addressed in anticipation of the July 20th reopening.

9) **REPORT OF THE EXECUTIVE DIRECTOR:**

Director Kim highlighted these items from his report included in the packet.

- July 8 GB meeting – directors voted to approve an opt-in plan to resume resource sharing. Each CCS library will have a monthly opportunity to resume that service. Because the library is planning to reopen on July 20, and there is much to reacquaint to, it was decided to opt out in July, and target the mid-August date.
- Becky and Director Kim would like to thank Trustee Lin for presenting an IT skills matrix she used. They hope to utilize it in our preparation to formally post the network supervisor position.

Trustee Doyle asked if the library could consider providing an outdoor space for patrons that would have reliable internet access. Director Kim responded that the management team will investigate.

Trustee Lin asked if the catalog will accurately reflect which libraries are lending material. Director Kim responded that it will.

Trustee Grosch asked for clarification of ebook collection size and statistics. Director Kim and L. McClain explained that there are titles that are purchased by the consortium which are reflected in total collection size. Glencoe has its own bank of Advantage titles which are available to Glencoe cardholders only.

10) **NEW BUSINESS:**

- a) Approval of the Emergency Paid Sick Leave and Emergency Family and Medical Leave Act Expansion policy

Director Kim reviewed the proposed policy from the packet.

A **MOTION** was made by Trustee Doyle, and seconded by Trustee Ronner **TO APPROVE THE EMERGENCY PAID SICK LEAVE AND EMERGENCY FAMILY AND MEDICAL LEAVE ACT EXPANSION POLICY AS PRESENTED**

Ayes: Doyle, Eisner, Grosch, Lin, Ronner, Tung
Nays: None

11) **CLOSED SESSION:**

5 ILCS 120, the Library Board of Trustees may vote to go into closed session to discuss matters pertaining to any/all of the Open Meetings Act exceptions.

There was no closed session.

There was a brief discussion on the need for an upcoming closed session meeting to review closed session minutes.

a. **ADJOURNMENT:**

Vice-President Lin asked for a motion to adjourn the meeting.

A **MOTION** was made by Trustee Doyle, and seconded by Trustee Ronner **TO ADJOURN THE MEETING AT 7:45 P.M.**

The **MOTION PASSED UNANIMOUSLY** by roll call vote by those present.

Ayes: Doyle, Eisner, Grosch, Lin, Ronner, Tung
Nays: None