

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, AUGUST 19, 2020, 7:00 P.M.  
VIRTUAL 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:** President Doyle called the meeting to order at 7:03 p.m.

President Doyle stated, "I will call the meeting to order at 7:03 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 Danny Burdett, Ann Finstad, Becky Halcli, and Andrew Kim, Executive Director. Also present was Marti Wick, President of the Friends of the Glencoe Public Library.
- 3) **ADDITIONS TO THE AGENDA:** Director's Report addition – Discussion about resuming facilities projects that have been put on hold during library closure.
- 4) **CONSENT AGENDA:** President Doyle asked for approval of the Consent Agenda items:
- a. Approval of the July 15, 2020 Regular board meeting minutes
  - b. Approval of the July 28, 2020 Special board meeting minutes
  - c. Approval of the August 5, 2020 Committee of the Whole meeting minutes
  - d. Approval of the Social Media Policy revision

Corrections to July 15, 2020 Regular board meeting minutes:

- Page 4, Executive Director's Report, first item, 2<sup>nd</sup> line, "*Each CCD library*" should read "*Each CCS library*".
- Page 4, Sustainability Task Force committee report – Trustee Lin asked for the last line in the paragraph to read "The Sustainability Task Force is recommending the Ecodistrict framework as a planning tool for the Village but is not currently recommending certification at this time".

A **MOTION** was made by Trustee Lin, and seconded by Trustee Ronner **TO APPROVE THE ITEMS IN THE CONSENT AGENDA AS AMENDED**

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

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

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

6) **COMMUNICATIONS:**

a. Patron comments: There were no comments.

b. Local press: There were no comments.

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

Friends President Marti Wick reported that the Friends resumed accepting donations on July 20 and immediately received a large quantity. Glencoe Public Library is the only area library that is currently accepting donations. The Friends quarantine all donations before sorting. They have temporarily suspended accepting donations but beginning on September 1, it will be announced in the library newsletter and webpage that the Friends will only accept donations from the 1<sup>st</sup> through 15<sup>th</sup> of each month. Their next meeting is in September at which time a committee will be formed to investigate the logistics of having some type of book sale in the near future.

8) **COMMITTEE REPORTS:**

a. Building & Grounds: Director Kim reviewed the report regarding the attic insulation project.

b. Finance: Trustee Ronner reported that a presentation of the FY 2020 Audit will take place at the September 16, 2020 Regular Board meeting. He reviewed the June 2020 and July 2020 financial reports and Pandemic Expenditures report. Trustee Ronner presented a report he created projecting the anticipated Net Operating Change by year end.

c. Marketing: Trustee Doyle reviewed the report in the packet.

d. Plan Commission: Trustee Solon reported that the Commission approved the Hoover Estate plat of subdivision. Final approval will go before the Village Board.

e. Planning: No Report

f. Policy & Bylaws: Trustee Eisner requested the committee revisit the Social Media policy, specifically to rephrase wording. The Policy & Bylaws Committee will take his request under advisement.

g. Sustainability Task Force: The Task Force held a virtual meeting on July 28. They recommend clean building practices be used when construction begins on the Hoover Estate. The Village Recycling Day is October 10 and Village Clean-Up Day is October 17. There are three upcoming virtual library programs: *Being Lake Michigan's Neighbor* on September 16, *It's Not Easy Being Green During a Pandemic* on October 5, and *Glencoe's water, and your new meter* on November 11.

h. Technology: Trustee Tung reported on the success of the self-check station in the Children's Department. She would like the library to consider placing a self-check station on the first floor. Trustee Solon requested an update on the new patron computer software that was scheduled to be installed in August. Library staff members B. Halcli and A. Finstad provided updates on the installation, patron access to computers and plans for

computer access in the children's department. Several trustees requested an investigation into wireless access for patrons at the outside seating areas around the library.

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

Director Kim reviewed his report in the packet highlighting recent staff changes/promotions and the results of the staff reopening survey.

Director Kim began the discussion of future facility projects by reviewing the three projects that had been in process before the March 2020 library closure for COVID-19. The three projects were the Hammond Room renovation, the Technical Services department renovation and hiring a space planning consultant.

Trustees requested to resume the attic insulation project and to continue to research and get quotes for a Technical Services renovation project. The Hammond Room renovation and comprehensive space planning are on hold.

**10) NEW BUSINESS (ACTION):**

- a. Approval of the outdoor locker system proposal

Director Kim reviewed information available in the packet.

A **MOTION** was made by Trustee Solon, and seconded by Trustee Tung **TO APPROVE THE PROPOSAL FOR AN OUTDOOR LOCKER SYSTEM**

The **MOTION** passed by a majority roll call vote of those present

Ayes: Doyle, Eisner, Grosch, Lin, Solon, Tung

Nays: Ronner

**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.

**12) ADJOURNMENT:**

President Doyle asked for a motion to adjourn the meeting.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Eisner **TO ADJOURN THE MEETING AT 8:49 P.M.**

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

Ayes: Doyle, Eisner, Grosch, Lin, Ronner, Solon, Tung

Nays: None