

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 16, 202, 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 Laura Solon. Present were library staff members Joe Faust, Ann Finstad, Justin Franklin, Becky Halcli, Grace Hayek, Peter Lyon, Liz McClain, and Andrew Kim, Executive Director. Also present were Marti Wick, President of the Friends of the Glencoe Public Library, Michael De Valle of Lauterbach & Amen, and residents Roger Parfitt and John Tuohy. Trustees absent: Mabel Tung

Director Kim introduced library staff members and guests.

3) ADDITIONS TO THE AGENDA:

Director Kim requested two additions to the agenda:

- Consideration to approve the Resolution in Appreciation of Service by Craig Eisner into New Business;
- Consideration to cancel the October 7, 2020 Committee of the Whole meeting

4) CONSENT AGENDA:

President Doyle asked for approval of the Consent Agenda items:

- a. Approval of the August 19, 2020 Regular Board meeting minutes
- b. Approval of the September 2, 2020 Committee of the Whole meeting minutes
- c. Approval of the Hamil Conference Room policy revision
- d. Approval of the Library Board Bylaws revision
- e. Consideration to cancel the October 7, 2020 Committee of the Whole meeting

Director Kim reported edit requests prior to the meeting from Trustees regarding the August 19, 2020 Regular Board meeting minutes:

- Page 4 of packet, Item 8 a. – *attic insulation*, not attic installation
- Page 4 of packet, Item 8 d. – *plat of subdivision*, not platte plan
- Page 4 of packet, Item 8 g. – *three* upcoming virtual library programs, include *It's Not Easy Being Green During a Pandemic* on October 5

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

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

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

Nays: None

5) **PUBLIC COMMENT:**

There was no public comment.

6) **COMMUNICATIONS:**

President Doyle thanked the library staff for all of their efforts to serve the community. The community's appreciation is conveyed in patron comments.

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

Friends President Marti Wick reported the Friends Board met on September 9, and approved \$1,150.00 in new gift funds and reallocation of \$246.57 to the Children's Department Winter Reading Club.

Ms. Wick also reported that the 2019-2020 appeal yielded \$24,527.00, approximately \$4,500.00 more than the previous year; and donating \$31,427.00. The new appeal letter will be mailed during the first week in October.

A high volume of book donations is being received. Space for storage has been challenging. The Friends will not be holding a book sale in October, but Ms. Wick has formed two Friends Board committees to determine new methods to sell books.

8) **APPROVAL OF THE FISCAL YEAR 2020 LIBRARY AUDIT REPORT PRESENTED BY LAUTERBACH & AMEN (ACTION):**

Director Kim introduced Michael De Valle, Managing Auditor at Lauterbach & Amen. Mr. De Valle reviewed the management letter and annual financial report, specifically the management discussion and analysis and balance sheet. Lauterbach & Amen is issuing an unmodified audited opinion.

Trustee Ronner clarified aspects of the audit to help Trustees understand the accounting principles used. President Doyle permitted resident Mr. Tuohy to ask Mr. De Valle a question regarding the reduction in the net pension liability to IMRF. Mr. De Valle noted that the performance of IMRF is based on the market, and the market's performance is reflected in the net pension liability. It is not a direct liability to the Library.

Trustee Eisner thanked Trustee Ronner for all of his attention to the audit.

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Eisner **TO APPROVE THE FISCAL YEAR 2020 AUDIT REPORT PRESENTED BY LAUTERBACH & AMEN**

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

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

Nays: None

9) **COMMITTEE REPORTS:**

- a. Building & Grounds: There was no report.
- b. Finance: Trustee Ronner reviewed the August financial statements. He also shared his projection for an end of year surplus.
- c. Marketing: President Doyle will convene the Marketing Committee when the website redesign project takes its next step. Director Kim anticipates the management team's focus to shift to the website after the levy is concluded.
- d. Plan Commission: With the west and southwest sides of the library becoming more public-facing, Trustee Solon is requesting that plans be made to beautify those areas. Director Kim agreed with Trustee Solon's comments, and the southwest side requires improvement.
- e. Policy & Bylaws: An update to the fiscal year policy schedule was presented in the packet.
- f. Sustainability Task Force: Trustee Lin shared that the task force will pilot new recycling programs in the fall, one being textile recycling. The other is in partnership with TerraCycle to collect difficult-to-recycle items.

New water meters are being installed, and the task force and library are partnering in educating the community. The upcoming annual recycling day and clean-up day are also on the calendar in October.

Task force representatives will present the framework and guidelines of EcoDistricts to the Trustees at the October 21 Regular Board meeting.

- g. Technology: Director Kim spoke to the Wi-Fi connectivity issue. President Doyle thanked Becky Halcli for her work on the project.

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

Director Kim highlighted the following from his report:

- RAILS announced that it would return to the 7-day materials quarantine. Because of space limitations, the library chose to suspend interlibrary loan service.
- Grayslake and Palatine officially joined the consortium on September 9.
- Director Kim welcomed Natalie Brottman and Shira Cohen, the library's two new Adult Services Librarians.
- Director Kim thanked Trustees Doyle and Lin for participating in the Glencoe Historical Society's annual gala on September 12.

Trustee Solon asked for clarification as to why RAILS chose to return to the 7-day materials quarantine when there was no scientific data to support the decision. Director Kim replied that RAILS chose to take a more conservative approach as infection rates throughout the state continue to rise incrementally.

11) **NEW BUSINESS (ACTION):**

- a. Consideration to approve the Employee Remote Work policy

Director Kim summarized the policy's memorandum in the packet, and thanked Trustees Grosch and Solon for their review and revision.

President Doyle requested clarification regarding the decision to remove the remote work guideline, "it is the responsibility of the Library to provide access and use of necessary equipment and materials for remote work shifts..." Trustee Grosch shared that the guideline as written was too broad and allowed too much room for staff interpretation. Director Kim added that the library has a clear Reimbursement of Expenses policy that would address any potential questions.

Trustee Lin requested that the committee consider a future iteration of the policy to extend remote work shifts beyond regular operating hours to better serve patrons. Trustee Solon agreed with Trustee Lin's intent with the request, but felt that remote work shifts that parallel regular operating hours can be supervised and offer more opportunities for staff collaboration and communication.

Director Kim agreed with Trustee Solon, and believes that the policy as presented provides a strong base to consider future adjustments.

A MOTION was made by Trustee Lin, and seconded by Trustee Ronner **TO APPROVE THE EMPLOYEE REMOTE WORK POLICY AS PRESENTED**

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

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

Nays: None

- b. Consideration to approve the Attic Insulation project proposal
Director Kim summarized the information presented in the packet. He and Joe Faust are recommending the approval of the bid proposal presented by EcoTec Foam & Coating, Inc. of Skokie, Illinois in the amount of \$34,500.00

It was confirmed that using spray foam insulation requires the building to be unoccupied for a minimum of 24 hours after application. Director Kim and J. Faust will finalize the project schedule with the recommended contractor, and report any need for a building closure to President Doyle.

A MOTION was made by Trustee Grosch, and seconded by Trustee Lin **TO APPROVE THE ATTIC INSULATION PROJECT PROPOSAL AS SUBMITTED BY ECOTEC FOAM & COATING, INC. IN THE AMOUNT OF \$34,500.00**

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

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

Nays: None

- c. Consideration to approve the Resolution in Appreciation of Service by Craig Eisner
The Trustees wish to honor Trustee Eisner's service to the community by approving a resolution detailing his efforts and accomplishments as a library trustee.

A **MOTION** was made by President Doyle, and seconded by Trustee Ronner **TO APPROVE THE RESOLUTION IN APPRECIATION OF SERVICE BY CRAIG EISNER AS PRESENTED**

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

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

Trustee Eisner thanked the Trustees and shared his appreciation.

12) **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.

A **MOTION** was made by Trustee Solon, and seconded by President Doyle **TO ENTER CLOSED SESSION TO DISCUSS MATTERS PERTAINING TO 5 ILCS 120/2 (C) 1 AND 21**

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

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

The Library Board of Trustees left the open session and entered closed session at approximately 8:32 p.m., adjourning the closed session at approximately 9:03 p.m.

13) **CALL TO ORDER:**

President Doyle called the public meeting to order again at approximately 9:05 p.m.

14) **ROLL CALL:**

The following Trustees were present: Kathy Doyle, Craig Eisner, Teresa Grosch, Linda Lin, Bruce Ronner, and Laura Solon.

15) **NEW BUSINESS (ACTION):**

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Ronner **TO APPROVE THE DRAFT CLOSED SESSION MINUTES OF JULY 28, 2020, AND TO ADD THOSE TO THE MINUTES OF THE JULY 28, 2020 SPECIAL BOARD MEETING BECAUSE THE CLOSED SESSION MINUTES DO NOT NEED TO BE KEPT CLOSED TO PROTECT THE PUBLIC INTEREST OR PRIVACY OF AN INDIVIDUAL**

The **MOTION** passed unanimously by roll call vote of those present.

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

16) **ADJOURNMENT:**

A **MOTION** was made by Trustee Eisner, and seconded by Trustee Lin **TO ADJOURN THE MEETING AT APPROXIMATELY 9:09 P.M.**

The **MOTION** passed unanimously by roll call vote by those present.

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

Nays: None

The meeting was adjourned at 9:09 p.m.

Respectfully submitted by Andy Kim and Trustee Laura Solon