

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, OCTOBER 21, 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 7:02 p.m.

President Doyle stated, "I will call the meeting to order at 7:02 p.m. This meeting is being held virtually 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, Teresa Grosch, Linda Lin, Bruce Ronner, Laura Solon, and Mabel Tung. Present were library staff members: Danny Burdett, Ann Finstad, Becky Halcli, Liz McClain, and Andrew Kim, Executive Director. Also present were Marti Wick, President of the Friends of the Glencoe Public Library, Barney Gallagher, Petery Mulvaney, and Dudley Onderdonk of the Glencoe Sustainability Task Force, and John Tuohy, to-be-appointed Library Trustee.

3) **ADDITIONS TO THE AGENDA:**

Director Kim stated that the Sustainability Task Force would be present last during Committee Reports.

The unapproved minutes from the September 16, 2020 Regular Board Meeting were also pulled from Consent Agenda, and to be presented again for board approval at the November 18, 2020 Regular Board Meeting.

4) **APPROVAL OF RESOLUTION NO. 2020-10-21: TO ACCEPT A RESIGNATION, DECLARE A VACANCY, AND APPOINT A NEW LIBRARY TRUSTEE (ACTION):**

Director Kim presented the resolution to accept the resignation of Craig Eisner, and to appoint John Tuohy to the board vacancy.

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Grosch **TO APPROVE RESOLUTION NO. 2020-10-21 AND APPOINT JOHN TUOHY AS NEW LIBRARY TRUSTEE**

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

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

Nays: None

5) **ADMINISTRATION OF THE OATH OF OFFICE OF THE NEWLY APPOINTED TRUSTEE:**

Trustee Tuohy recited the Oath of Office as presented in the board packet.

6) **CONSENT AGENDA (ACTION):**

- a. Consideration to approve the Fiscal Year 2021 Regular Board Meeting schedule
- b. Consideration to convene for the December 16, 2020 Regular Board Meeting

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

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

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

7) **PUBLIC COMMENT:**

There was no public comment.

8) **COMMUNICATIONS:**

Director Kim confirmed that the November 4, 2020 Committee of the Whole meeting will remain on the schedule to discuss future planning related to the Restore Illinois Plan.

Trustee Solon wanted to commend the staff for their work since the reopening as reflected in the minimal number of patron complaints versus compliments. President Doyle seconded the comment, and appreciates their efforts.

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

Friends President Marti Wick announced that the Friends will not host any book sales until further notice. The decision was due to the difficulties operating a sale during the pandemic. President Wick noted that due to last year's successful book sales, the Friends will plan to support the library. The Friends Board will reassess their decision in December. There is a strong response to the appeal letter.

The Friends do miss the camaraderie that working in the book room offered, and hope that they can resume when the pandemic ends.

President Wick confirmed that the Friends are not currently accepting book donations.

10) **COMMITTEE REPORTS:**

- a. Building & Grounds: The Attic Insulation Project is on schedule. The library is scheduled to be closed on October 22 to complete the project, and for staff to participate in sexual harassment prevention training. Discussions regarding the Technical Services Renovation Project have resumed.
- b. Finance: Trustee Ronner reviewed the October 2020 financial statements. Trustee Ronner also prepared an end-of-year surplus projection which Director Kim and the Library Board find to be a valuable report.

Trustees also discussed potential correlation between building traffic and reported monthly expenditures. Director Kim also described changes to the Pandemic Expenditures Report which evolved from recommendations from Trustee Lin. Director Kim also stated that the report template can be utilized for other detailed financial reports.

- c. Marketing: President Doyle reviewed the marketing statistics. Network & Digital Services Librarian Justin Franklin is leading the project team for the website redesign. An update will be presented to the Marketing Committee in December.
- d. Plan Commission: Trustee Solon informed the Library Board the next commission meeting is October 28.
- e. Planning: There was no report.
- f. Policy & Bylaws: There was no report.
- g. Technology: Trustee Tung reported that one primary focus will be to provide training to J. Franklin to better manage the library network.
- h. Sustainability Task Force: President Doyle welcomed task force members Barney Gallagher, Peter Mulvaney, and Dudley Onderdonk. The task force members presented information regarding EcoDistricts, and the task force's desire for the Village to utilize its framework to implement a village-wide sustainability plan. The task force members hope that the library will continue to collaborate with them, and be enlisted for future planning.

Library Trustees and task force members engaged in a question-and-answer session. President Doyle asked that the Sustainability Task Force continue to communicate with the Library Board through Trustee Lin, and continue to inform Director Kim of any updates.

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

Director Kim shared some highlights from his report.

- The library welcomed new Facilities Associate Tony Robinson. Tony began on October 19.
- The library will be hosting a program with Dr. Ibram Kendi with a collective of area libraries.
- Director Kim met with Mr. Zak Rose of the Dock 6 Collective to investigate new shelving for the Takiff Art Book Collection.

**12) NEW BUSINESS (ACTION):**

- a. Approval of the Fiscal Year 2021 draft levy  
Director Kim reviewed the memorandum and draft levy as presented. He thanked the Finance Committee for their review and direction. Library Trustees asked questions regarding new directions included in the draft levy.

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Ronner **TO APPROVE THE FISCAL YEAR 2021 DRAFT LEVY AS PRESENTED**

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

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

**13) 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.

14) **ADJOURNMENT:**

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Lin **TO ADJOURN THE MEETING AT 8:54 P.M.**

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

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

Nays: None

Respectfully submitted by Andy Kim