

**REGULARY MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 18, 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 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, Teresa Grosch, Linda Lin, Bruce Ronner, Laura Solon, Mabel Tung, and John Tuohy. Present were library staff members Danny Burdett and Becky Halcli. Also present was Marti Wick, President of the Friends of the Glencoe Public Library.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the September 16, 2020 Regular Board Meeting minutes
- b. Approval of the October 21, 2020 Regular Board Meeting minutes
- c. Approval of the October 27, 2020 Special Board Meeting minutes
- d. Approval of the November 4, 2020 Committee of the Whole Meeting minutes
- e. Consideration to cancel the December 2, 2020 Committee of the Whole Meeting

Director Kim presented four corrections to the Consent Agenda items:

- Unapproved minutes from the September 16, 2020 Regular Board Meeting, under *Roll Call* – include a statement recognizing that Trustee Tung was absent
- Unapproved minutes from the October 21, 2020 Regular Board meeting, under *Representative from the Friends of the Library* – clarify that the Friends are not currently accepting *book* donations
- Unapproved minutes from the October 27, 2020 Special Board Meeting, under *Roll Call* – include a statement recognizing that Trustees Grosch, Tung, and Tuohy were absent
- Unapproved minutes from the November 4, 2020 Committee of the Whole Meeting, under *Roll Call* – include a statement recognizing that Trustee Tung was absent

Trustee Ronner also presented a correction to the September 16, 2020 Regular Board Meeting minutes. *Under Approval of the Fiscal Year 2020 Library Audit Report Presented by Lauterbach & Amen*, it should read that Lauterbach & Amen is issuing an *unqualified* audited opinion.

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

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

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

Nays: None

5) **PUBLIC COMMENT:**

There was no public comment.

6) **COMMUNICATIONS:**

There were no comments from the Library Board.

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

Friends President Marti Wick reported that the Friends will not be accepting any book donations until they confirm that they can hold a sale. Responses from the appeal letter continue to come in, and the hope is that's ongoing. President Wick stated that the Friends traditionally see a larger sum come in before the end of the year, and her hope is that occurs this year.

8) **COMMITTEE REPORTS:**

1. Building & Grounds:

Director Kim provided an update to the new furniture project. The project team consists of Head of Circulation Services Danny Burdett, Head of Programs & Communications Grace Hayek, and Head of Adult Services Liz McClain. They reported they had a positive meeting with Library Furniture International on November 12, and can expect a presentation after the Thanksgiving holiday.

2. Finance:

Trustee Ronner reviewed the financial statements from October 2020. He shared his updated projection for year-end surplus.

Trustee Tuohy requested clarification regarding the 95.5% YTD to Budget with the *Downloadable Content* account. Trustees asked what the cost differential is between an electronic copy versus a print copy of a book, and what the hold lists look like with electronic materials. Collection Services Manager responded that she could share more information after more investigation.

3. Marketing:

President Doyle reported that the Marketing Committee is awaiting a preview of the new website redesign from the project team. She also wanted to acknowledge all of the work from G. Hayek to communicate services and programs during the pandemic.

4. Plan Commission:

Trustee Solon reported that the Plan Commission met and approved a new shed on Glencoe Historical Society property. The commission is scheduled to meet in the first

week of December where they'll review proposed changes to the former location of Walgreens in Hubbard Woods.

5. Policy & Bylaws: There was no report.
6. Sustainability Task Force:
Trustee Lin reported the recent recycling event was very successful, and required volunteers to drive overflow to Goodwill and other services. The debriefing focused on how to manage future potential overflow the event in the spring.

Other upcoming programs is a hazardous materials recycling program with the Environmental Protection Agency, and an electronics recycling and shredding day with Solid Waste Agency of Northern Cook County. Both are open to Cook County residents, and not just Glencoe residents.

There are two upcoming library-task force programs:

- *Eating Better for You and the Planet* in January 2021
- *There's Snow Place Like Home* in February 2021

There has been positive feedback regarding the water meter project.

Trustee Lin also requested any feedback for last month's presentation from the Sustainability Task Force.

7. Technology:
Trustee Tung summarized this month's report, and acknowledged that there has been a more internal focus to invest in supporting staff needs during the pandemic. Specific projects include creating procedure manuals and documentation, and training for Network & Digital Services Librarian Justin Franklin.

Trustee Tung also informed the Library Board that B. Halcli and J. Franklin will present future proposals to improve network infrastructure.

Trustees asked if the library is still printing PPE components for organizations in need. Director Kim has not heard anything about ongoing needs, but will investigate the matter.

9) **REPORT OF THE EXECUTIVE DIRECTOR**

Director Kim highlighted the following from his report:

- A brief overview of the CCS Closure Map that was emailed to the Library Board on November 16
- Management team discussion to include portions of Serving Our Public 4.0: Standards for Illinois Public Libraries into the next library strategic plan
- The library welcomed new Circulation Assistant Katie Freeman. Katie's first day was November 2
- There were 5,447 individual logins for the Dr. Ibram Kendi event on November 9. Director Kim acknowledged G. Hayek for all of her work for the event

- Business items for the December 18 Regular Board Meeting will include a revision to the Personnel Policy, Employee Classification and Salary Scale, and a closed session to discuss the annual performance review of the Executive Director

There was discussion regarding how the library manages patron demand for eContent.

10) NEW BUSINESS

- a. Approval of the Use of the Library Policy
Trustees asked for clarification regarding specific language in the policy revision. Director Kim provided responses, and noted that there are no significant changes in the policy revision, and it was a purpose to simplifying and streamlining guidance.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Ronner **TO APPROVE THE USE OF THE LIBRARY POLICY AS PRESENTED**

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

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

- b. Approval of the Security Camera Use Policy
Director Kim provided some background regarding the policy project, and clarified that both members of Policy & Bylaws Committee support the draft policy.

Trustee Lin recommended using “patrons” in lieu of “users” in the *General* section of the policy.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Ronner **TO APPROVE THE SECURITY CAMERA USE POLICY AS AMENDED**

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

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

- c. Approval of the Schedule of Fines, Fees, and Loan Periods revision
Trustee Tung asked for clarification regarding the billing process.

Trustee Solon raised her concern regarding the policy revision blocking patrons from database access due to checked-out materials overdue two weeks. Director Kim replied that it was important to have a policy consistent with the consortium’s policy model, and that staff procedure will be to work with affected patrons to ensure any access blockage is brief.

A **MOTION** was made by Trustee Solon, and seconded by Trustee Lin **TO APPROVE THE SCHEDULE OF FINES, FEES, AND LOAN PERIODS REVISION AS PRESENTED**

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

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

Nays: None

- d. Approval of the Fiscal Year 2021 operating budget

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Grosch **TO APPROVE THE FISCAL YEAR 2021 OPERATING BUDGET AS PRESENTED**

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

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

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.

Prior to adjournment, President Doyle reminded the Library Board that there will be a closed session at the December 16 Regular Board Meeting to discuss the annual performance review of the Executive Director. More information including Director Kim's self-performance review, and feedback from the management team are forthcoming.

There was a brief discussion regarding the slate of candidates for the April 2021 election.

12) **ADJOURNMENT:**

A **MOTION** was made by Trustee Solon, and seconded by Trustee Tuohy **TO ADJOURN THE MEETING AT 8:20 P.M.**

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

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

Nays: None

The meeting was adjourned at 8:20 p.m.

Respectfully submitted by Andy Kim