

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, DECEMBER 16, 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 7:01 p.m.

President Doyle stated, "I will call the meeting to order at 7:01 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 Ann Finstad, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. 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 November 18, 2020 Regular Board Meeting minutes

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Ronner **TO APPROVE THE CONSENT AGENDA ITEM AS PRESENTED**

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

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

Nays: None

5) **PUBLIC COMMENT:**

There was no public comment.

6) **COMMUNICATIONS:**

Trustee Lin requested further clarification regarding patron comments on page 10 of the board packet. Director Kim and Head of Adult Services Liz McClain provided more information regarding the comments.

President Doyle began a discussion regarding curbside service and if the staff has considered offering it to non-residents. Director Kim will survey the CCS libraries to gauge how many offer

curbside service to non-residents. He did indicate that 90% or more of the curbside pick-up slots are filled on average. If the library adapted services to incorporate non-residents, then the service model would require expansion. Director Kim will discuss this with Head of Circulation Services Danny Burdett.

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

Friends President Marti Wick reported that the Friends are \$5,000.00 ahead of last year's appeal. On December 9, the Friends Board approved just under \$13,000.00 in new gift funding, and \$1,977.34 in reallocation of existing funds. The Friends hope to hold a fall book sale in October 2021.

8) **COMMITTEE REPORTS:**

a. Building & Grounds:

Director Kim reported that the Technical Services Department Renovation Project bid package will be finalized tomorrow, and a public bid notice is scheduled for December 18. The proposed project schedule is from February 15 through June. The public bid opening will be held on January 6, and information and a recommendation will be presented to both the Building & Grounds and Finance Committees. A bid recommendation is expected at the January 20 Regular Board Meeting.

b. Finance:

Trustee Ronner reviewed the financial reports included in the board packet.

Trustee Tuohy requested reasons why the library's finances are below budget. Trustee Ronner, Trustee Tung, and Director Kim provided explanation.

Trustee Solon began a discussion regarding the impact of downloadable content during the pandemic. Head of Adult Services Liz McClain, Head of Children's Services Ann Finstad, and Collection Services Manager Becky Halcli provided information and cited the eBooks Fast Facts memorandum included in the board packet.

c. Marketing:

President Doyle provided an update regarding the website redesign project from Network & Digital Services Librarian Justin Franklin. The project team includes A. Finstad and Adult Services Librarian Jake Rogers. The Marketing Committee plan to meet the project team in early January.

d. Plan Commission:

Trustee Solon provided a summary of the commission's last meeting that included projects including the Hubbard Woods project (former Walgreen's).

e. Planning:

Director Kim reported that the management team is almost ready to begin discussing strategic planning and would like to include Trustee Lin as soon as January. The management team agrees that the recent Serving Our Public 4.0 presents a solid option to measure the library's strengths and opportunities, and could be helpful in guiding planning discussions.

- f. Policy & Bylaws:
Director Kim reviewed the committee's memorandum included in the board packet which presented next fiscal year's policy review schedule.
- g. Sustainability Task Force:
Trustee Lin provided a summary of the task force's last meeting and ongoing communications. There were tentative decisions for spring library programs including birds and green lawns. The task force has also created subgroups to lead discussions including energy, sustainable business practices, and recycling and waste.
- h. Technology:
Trustee Tung reviewed the committee's report included in the board packet. B. Halcli provided more information regarding some of the report items including the Comcast phone line.

Trustee Tung noted that the upcoming network server project is ongoing and B. Halcli and J. Franklin should present a proposal at the January 20 Regular Board Meeting.

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

Director Kim thanked A. Finstad, B. Hacli, and L. McClain for creating the eBooks Fast Facts report.

10) **NEW BUSINESS:**

- a. Approval of the Employee Classification and Salary Scale revision
Director Kim presented the revision and entertained questions from the Library Board regarding the adjustments.

Several Trustees presented questions regarding the revision and the project itself. Trustee Ronner informed the Library Board that the Fiscal Year 2021 operating budget does incorporate the scale revision. Director Kim recommended the Library Board to vote on the scale revision, but if the Trustees opted to table the item until the next board meeting, he would work with the Library Board to make further adjustments.

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Tuohy **TO APPROVE THE EMPLOYEE CLASSIFICATION AND SALARY SCALE REVISION AS PRESENTED**

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

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

- b. Approval of the Personnel Policy revision
Director Kim presented the changes to the revision which include:
- Removing waiving of fines on staff library cards as the library begins its fine free model effective January 1
 - Requiring proof of vehicle insurance from employees that drive for library business

- Requesting four-week notice from all salaried and full-time employees
- Permitting staff to wear jeans as part of regular work attire
- Provide 22.5 paid sick leave hours for hourly employees each year
- Redefinition and reclassification of employee statuses

President Doyle presented two edits for the revision on pages 60 and 68.

A **MOTION** was made by Trustee Tung, and seconded by Trustee Lin **TO APPROVE THE PERSONNEL POLICY REVISION AS AMENDED**

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

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

- c. Consideration to approve the Takiff Art Book Collection Shelving Project proposal
Director Kim reviewed the memorandum included in the board packet. He thanked M. Wick and the Friends Board for supporting this project by absorbing a significant percentage of the project cost.

Trustee Ronner cautioned the Library Board should it should be mindful about prioritizing projects that were not deemed immediate needs at the beginning of the fiscal year.

Trustee Lin asked if the new shelving will keep the existing footprint in the Forte Reference Room. Director Kim responded with the preliminary plans for shelving location. There was some concern about the design aesthetic would fit with the traditional feel of the library, especially the Forte Reference Room. Director Kim replied that the shelving design will be presented to the Trustees for final approval.

A **MOTION** was made by Trustee Solon, and seconded by Trustee Tuohy **TO APPROVE THE TAKIFF ART BOOK COLLECTION SHELVING PROJECT PROPOSAL AS PRESENTED CONTINGENT ON FINAL DESIGN APPROVAL FROM THE LIBRARY BOARD OF TRUSTEES**

The **MOTION PASSED UNANIMOUSLY** by roll call vote of 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 expectations.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Tung **TO ENTER CLOSED SESSION AT 8:31 P.M. TO DISCUSS MATTERS PERTAINING TO 5 ILCS 120/2 (c) (1) and (c) (21)**

The **MOTION PASSED UNANIMOUSLY** by roll call vote of those present.
Ayes: Doyle, Grosch, Lin, Ronner, Solon, Tung, Tuohy
Nays: None

The Trustees left the Regular Board Meeting at 8:31 p.m.

12) **CALL TO ORDER:**

President Doyle called the open meeting to order again at approximately 10:02 p.m.

13) **ROLL CALL:**

The following Trustees were present: Kathy Doyle, Teresa Grosch, Linda Lin, Bruce Ronner, Laura Solon, Mabel Tung, and John Tuohy.

14) **NEW BUSINESS:**

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Ronner that the minutes of past closed meetings are required to remain confidential to protect the public interest or the privacy of an individual.

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

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

A **MOTION** was made by Trustee Tuohy, and seconded by President Doyle that verbatim recordings of past closed meetings from September 18, 2019 through July 28, 2020 are required to remain confidential to protect the public interest or the privacy of an individual.

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

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

15) **ADJOURNMENT:**

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Grosch **TO ADJOURN THE MEETING AT APPROXIMATELY 10:05 P.M.**

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

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

Respectfully submitted by Trustee Laura Solon and Andy Kim