

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 19, 2020, 7:00 P.M.
HAMMOND ROOM, 320 PARK AVENUE, GLENCOE, IL 60022**

APPROVED MINUTES

- 1) **CALL TO ORDER:** President Doyle called the meeting to order at 7:03 p.m.
- 2) **ROLL CALL:** The following Trustees were present: Kathy Doyle, Craig Eisner, Teresa Grosch, Linda Lin, Bruce Ronner, Laura Solon, and Mabel Tung. Present were library staff members Danny Burdett, Ann Finstad, Becky Halcli, and Andrew Kim, Executive Director. Also present were Marti Wick, President of the Friends of the Glencoe Public Library and Sue Anetsberger.

Director Kim introduced Sue Anetsberger who will be the recording secretary for board meetings beginning March 18, 2020.

- 3) **ADDITIONS TO THE AGENDA:** There were no additions to the agenda.
- 4) **CONSENT AGENDA:** President Doyle asked for approval of the Consent Agenda items:
 - a. Approval of January 15, 2020 Regular board meeting minutes.
 - b. Approval to reopen the Library on Friday, April 17, 2020 for an after-hours program.

Trustee Solon asked for the January 15, 2020 Regular board meeting minutes to be removed from the Consent Agenda. Director Kim replied that it could be moved to New Business for discussion.

AMENDED CONSENT AGENDA:

- a. Approval to reopen the Library on Friday, April 17, 2020 for an after-hours program.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Eisner, **TO APPROVE THE ITEM IN THE CONSENT AGENDA**

The **MOTION** passed unanimously on voice vote by those present

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

- 5) **PUBLIC COMMENT:** There was no public comment.
- 6) **COMMUNICATIONS:**
 - a. Patron comments:

Trustee Solon asked how patron comments are collated for the board packet. She feels that there is a missing compliment that she was present for when delivered. Director Kim responded that he would check with the staff member that provides the information for the Board packet.

President Doyle asked why we moved the newspapers. Director Kim replied with the history of the first newspaper cabinet that was donated several years ago, and how the Library worked with the original donors to design its replacement.

- b. Local press: There were no comments.
- 7) **REPRESENTATIVE FROM THE FRIENDS OF THE LIBRARY:**
Friends President Marti Wick reported that the next book sale is the weekend of February 28th (preview sale) – March 2, 2020. There is a huge inventory of materials for the sale.
- 8) **COMMITTEE REPORTS:**
- a. Building & Grounds:
Director Kim reviewed the memo in the packet. Renovation projects for the Technical Services department and Hammond Room are planned for this year.
 - b. Finance:
Trustee Ronner reviewed the January 2020 financial report.
 - c. Marketing:
President Doyle summarized the January 2020 marketing report. A marketing committee meeting will be scheduled to discuss marketing research to support the new website.
 - d. Plan Commission:
Trustee Solon reported that developers for the Hoover estate will be seeking final approval from the Plan Commission.
 - e. Planning:
Director Kim summarized his meeting with Trustee Lin where he presented a basic outline of the strategic plan goal for upcoming fiscal stub year which will be to focus solely on space planning. They discussed the new business item proposal to hire ThirdWay Brand Trainers to do a marketing-centered space audit, assessing the building from the perspective of the patron. Director Kim has scheduled conference calls with three consultants, and Trustee Lin will be present for the calls.
 - f. Policy & Bylaws:
An updated policy review schedule is in the packet.
 - g. Sustainability Task Force:
Trustee Lin summarized recent activity and discussion at the most task force meeting.
 - h. Technology:
Trustee Tung reviewed the technology report in the packet.
- 9) **REPORT OF THE EXECUTIVE DIRECTOR:**
- a. Directors' report – February 2020
 - b. Monthly statistics – February 2020

Director Kim reviewed his report from the packet.

10) NEW BUSINESS:

- a. Approval of the minutes of the January 15, 2020 regular library board meeting (ACTION)
(Moved from Consent Agenda).

Trustee Solon asked for a correction to page 3 of the minutes (page 5 of the packet), item 12 Closed Session, her request is to correct the motion to read a **MOTION** was made by Trustee Lin, and seconded by Trustee Ronner **TO ENTER CLOSED SESSION TO DISCUSS MATTERS PERTAINING TO 5 ILCS 120 C1 & C21 OF THE OPEN MEETINGS ACT EXCEPTIONS**

Trustee Ronner asked for a correction to page 1 of the minutes (page 3 of the packet), Roll Call. His name was left off the list of those Trustees in attendance.

A **MOTION** was made by Trustee Lin, and seconded by Trustee Grosch **TO APPROVE THE JANUARY 20, 2020 REGULAR BOARD MEETING MINUTES AS CORRECTED.**

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

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

b.) Approval of the library space audit proposal (ACTION)
Director Kim reviewed the proposal from ThirdWay Brand Trainers. Trustees requested a detailed explanation of the purpose, necessity and pricing of the audit. The space audit will assess the building from the perspective of the patron. Their findings, along with the data the management team collected in 2019 and the 2018 community survey results will be presented in one large information packet RFP to three possible space consultants for a building-wide renovation. Trustees requested a presentation from the Director and management team of all data that will be included in the RFP before it is presented to the consultants.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Tung **TO APPROVE THE LIBRARY SPACE AUDIT PROPOSAL**

The **MOTION** passed on a 5-2 roll call vote by those present

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

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:

A **MOTION** was made by Trustee Eisner, and seconded by Trustee Solon **TO ADJOURN THE MEETING AT 8:35 P.M.**

The **MOTION** passed unanimously by voice vote by those present

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

Nays: None

Respectfully submitted by Becky Halcli