

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, MAY 20, 2020, 7:00 P.M.  
ZOOM CONFERENCE MEETING –  
Join meeting online: <https://us02web.zoom.us/j/81299258359>  
Call In: +13126266799 Meeting ID: 812 9925 8359**

**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 (audio only), Teresa Grosch, Linda Lin, Bruce Ronner, Laura Solon, and Mabel Tung. Present were library staff members Nancy Buehler, Danny Burdett, Ann Finstad, Becky Halcli, Maureen Liebenson, Liz McClain, and Andrew Kim, Executive Director. Also present were Marti Wick, President of the Friends of the Glencoe Public Library and Scott Harrod (entered the meeting at 7:19 pm).
- 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 the April 15, 2020 Regular board meeting minutes

Correction: Page 3, Section 7, first line should read *Friends President Marti Wick reported that \$9,450.00 was raised at the winter book sale.*

Correction: Page 4, Section G, last line should read *The task force discussed local government vs state-controlled pesticide regulations.*

Correction: Page 6, Section E, statement should read *Trustee Solon stated that this project does not have the same urgency as the Technical Services renovation project, and she wishes to table it at this time.*

- b. Approval of the May 7, 2020 Committee of the Whole meeting minutes

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

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

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

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

Trustees noted that a patron asked whether a Zoom option will be available for all future programs. Director Kim responded that library staff have been investigating whether a video option on the

website can be paired with podcasting. Individual presenters have the option of not allowing any recordings of their presentations.

b. Local press: There were no comments.

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

Friends President Marti Wick reported that they will have a Zoom Board meeting on Wednesday, May 27<sup>th</sup>, 2020. They may set a date for a fall book sale but don't know if it is really possible. They are unable to reschedule a date for the Spring Classical Musical concert that was cancelled from April.

8) **COMMITTEE REPORTS:**

- a. Building & Grounds: The management team has been focused on responding to the pandemic and creating a phased reopening plan. We are waiting for proposals for the Hammond Room and Technical Services renovation projects. Director Kim recommends that this topic be postponed until the June 2020 Board meeting.
- b. Finance: Trustee Ronner reviewed the March 2020 and April 2020 financial statements.
- c. Marketing: Trustee Doyle announced that she is stepping down from the committee. Trustee Lin and Trustee Eisner will continue on the committee. Trustee Doyle reviewed the Marketing Report in the packet.
- d. Plan Commission: Trustee Solon reported that the next meeting will be in July.
- e. Planning: The management team is discussing reopening and the services that we can offer patrons as we approach Phase 3 of a reopening plan. This information will be presented to the Board at the June 3, 2020 Committee of the Whole meeting.
- f. Policy & Bylaws: Will be discussed under *Unfinished Business*
- g. Sustainability Task Force: The committee did not meet before the stay at home order went into place. There will be a Zoom meeting the week of May 25<sup>th</sup>. The chair of the committee has resigned because they are moving out of the area.
- h. Technology: Trustee Tung reported that with A. Moreno's May departure, the library will be redefining network administration at the library.

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

Director Kim highlighted these items from his report included in the packet.

- The CCS Governing Board recommendation regarding quarantine of returned library materials. RAILS controls the delivery service. Once they restart delivery service, all libraries will follow their recommendations.
- The CCS Governing Board recommends that all libraries that want to offer curbside or drive-thru service during Phase 2 should identify themselves as essential. This action item is under *New Business*.
- Adult Services Librarian Justin Franklin and Director Kim have met with Weblinx to discuss the website redesign project.

- Head of Children's, Ann Finstad, is redesigning the monthly statistics section with the goal to have all library statistics, including Marketing, reported in one section.
- Director Kim reviewed the closure reports submitted by the library departments. He noted all the work that Circulation Supervisor, Danny Burdett has done to launch curbside service.
- The Virtual Programming survey results that we have received are included. The survey will run through the end of May.

#### 10) UNFINISHED BUSINESS

##### a. Approval of the Gift Policy revision (**ACTION**)

Director Kim reviewed the information in the packet. The draft is up for approval with no recommendation from the Policy & Bylaws Committee. Trustees discussed the pros and cons of the draft *Gift and Fundraising Policy*, especially the "Special Fundraising Campaigns" section. Some felt the section should not be included until necessary, and others felt it should be added to give future boards flexibility on the issue of fundraising. All trustees acknowledged the importance of input from the Friends of the Glencoe Public Library on future fundraising discussions. It was suggested that "American Stock Exchange" be deleted from the "Securities" section of the draft policy.

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

The **MOTION PASSED** by a 5-2 roll call vote of those present.

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

#### 11) NEW BUSINESS:

##### a. Approval of the Slate of Board Officers (**ACTION**)

The slate will be as follows:

President – Kathy Doyle  
Vice-President – Linda Lin  
Treasurer – Bruce Ronner  
Secretary – Laura Solon

The committees will remain the same.

A **MOTION** was made by Trustee Eisner, and seconded by Trustee Tung **TO APPROVE THE SLATE BOARD OFFICERS**

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

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

##### b. Approval of the Schedule of Fines, Fees, and Loan Periods revision (**ACTION**)

The schedule of fines and fees must be approved every year because the non-resident card fee changes each year.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Ronner **TO APPROVE THE SCHEDULE OF FINES, FEES, AND LOAN PERIODS REVISION**

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

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

c. Approval of Resolution 2020-05-20 (**ACTION**)

To support the offering of curbside service, the Library's attorneys recommended that the Board approve a resolution stating that the Glencoe Public Library performs specific functions that are "essential in support of health, safety, and welfare of the public; curbside service being one such function". The resolution is also necessary in order for CCS to perform ILS support to the Glencoe Public Library during Phase 2 of the Governor's State of Illinois recovery plan.

A **MOTION** was made by Trustee Tung, and seconded by Trustee Eisner **TO APPROVE RESOLUTION 2020-05-20**

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

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

d. Approval of FY20 Stub Committee of the Whole meeting schedule (**ACTION**)

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Solon **TO APPROVE THE FY20 STUB COMMITTEE OF THE WHOLE MEETING SCHEDULE AS AMENDED TO THE FIRST WEDNESDAY OF THE MONTH AT 7:00 PM.**

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

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

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.

There was no closed session.

13) **ADJOURNMENT:**

President Doyle asked for a motion to adjourn the meeting.

A **MOTION** was made by Trustee Lin, and seconded by Trustee Ronner **TO ADJOURN THE MEETING AT 8:39 P.M.**

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

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

Nays: None

Respectfully submitted by Becky Halcli.