

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JANUARY 20, 2021 – 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 Danny Burdett, Justin Franklin, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present were slated Library Board candidates Michael Pope and Beth Schencker.

3) **ADDITIONS TO THE AGENDA:**

Director Kim will read a letter of recommendation from Mr. Scott Javore of R. Scott Javore & Associates for the Technical Services Department Renovation Project. The letter will be included with the unapproved meeting minutes.

4) **CONSENT AGENDA:**

- a. Approval of the December 16, 2020 Regular Board Meeting minutes
- b. Approval of the Reimbursement of Expenses Policy revision

Director Kim noted a revision to Item C, page 6. The motion should read, "To approve the Takiff Art Book Collection Shelving Project Proposal as presented *contingent on final design approval from the Library Board of Trustees.*"

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

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:**

There was no discussion regarding the Communications content.

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

Friends President Marti Wick was not in attendance, and there was no report from the Friends.

8) **COMMITTEE REPORTS:**

a. Building & Grounds:

Trustee Lin requested an update regarding the outdoor locker system delivery. Head of Circulation Services Danny Burdett shared that the system is currently in customs, and the installation should be done by early February 2021.

Trustee Tuohy requested information regarding how the outdoor locker system will be powered, and how patrons will access materials for them in the lockers. D. Burdett provided the information.

b. Finance:

Trustee Ronner presented the financial reports beginning on page 20 of the board packet. Trustee Ronner also provided a year-by-year comparison of end of fiscal year general fund balances since 2017. Trustee Tuohy requested clarification regarding why the net operating change for the Fiscal Stub Year 2020 was larger than in years past.

Director Kim also noted that the latest Pandemic Expenditures Report is the last scheduled one for the fiscal year. He will work with the Finance Committee to present other detail financial reports requested by the Trustees.

c. Marketing:

President Doyle informed the Trustees that a progress report for the website redesign project is pending.

d. Plan Commission:

Trustee Solon has no report from a meeting, but announced that the next Plan Commission meeting will include a presentation from the Sustainability Task Force regarding their EcoDistricts initiative.

e. Planning:

Director Kim reported that after gathering feedback from the Trustees at the meeting tonight, the management team would plan a meeting with Trustee Lin to begin strategic planning discussions.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force:

Trustee Lin reported that the task force met in December, and discussed their *Meatless Mondays* program presented in collaboration with the library. Another program is scheduled for the first week in February about energy conservation with a representative

from North Shore Gas and an independent energy auditor to discuss options for assessing energy use in homes. Head of Programs & Communications Grace Hayek is communicating with task force members for programs about birdwatching and green landscapes.

The Village of Glencoe has also communicated their intent to pursue solar energy initiatives for residents. The Village has contracted with a firm. The task force is also communicating with the Chamber of Commerce to gauge interest in working with them. The task force is also working on branding for better promotion.

h. Technology:

Trustee Tung presented items shared in the committee report applauding efforts by Collection Services Manager Becky Halcli and Network & Digital Services Librarian Justin Franklin.

Trustee Tuohy requested how much is donated to the library via PayPal. Trustees Lin and Solon recommend that the library continue to work with PayPal, and consider adding other known brands.

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

Director Kim presented some key information from his monthly report. He wanted to acknowledge and celebrate Anne Healy's 17-year career at the library. Adult Services Librarian Sara Lifson is doing well, and we look forward to having her return in March 2021.

Trustee Tuohy applauded the efforts of the Circulation team for curbside service. Trustee Solon asked for more information regarding the directors meeting regarding joint programming. G. Hayek provided a brief summary of a recent programmers meeting regarding joint programming.

D. Burdett spoke to the report regarding the library's curbside service for non-residents. He provided more detail as to why the decision is to keep curbside service as a Glencoe cardholder service with an eye of incorporating non-residents after staff become accustomed to the outdoor locker system.

10) **NEW BUSINESS:**

a. Discussion regarding Serving Our Public 4.0

Director Kim presented a summary of management team discussions regarding Serving Our Public 4.0. President Doyle hopes that the library will launch another community needs assessment and patron survey to assess the changes resulting from the pandemic.

b. Consideration to approve the Technical Services Department Renovation Project (ACTION)

Director Kim reviewed the project memorandum included in the board packet, and read the letter of recommendation from Mr. Javore. He shares Mr. Javore's recommendation of awarding the project to Rafalo Construction Group, LLC in the amount of \$137,505.00.

Trustees raised concerns about the recommended cost being significantly higher than project cost estimates from April 2020, as well as the changing six-month to one-year capital outlay planning.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Solon **TO APPROVE THE TECHNICAL SERVICES DEPARTMENT REONOVATION PROJECT BID AND ALTERNATE AS SUBMITTED BY RAFALO CONSTRUCTION GROUP, LLC AND RECOMMENDED BY R. SCOTT JAVORE & ASSOCIATES IN THE AMOUNT OF \$137,505.00**

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 Hyper-V Server Replacement Project for the LAN (ACTION)  
B. Halcli and J. Franklin presented an overview of the project's purpose.

Trustees requested other information regarding the project including how it will be impacted by the Technical Services Department Renovation Project, and if it will impact patron services.

A **MOTION** was made by Trustee Solon, and seconded by Trustee Tung **TO APPROVE THE HYPER-V SERVER REPLACEMENT PROJECT FOR THE LAN AS PRESENTED**

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 exceptions.

There was no closed session.

**12) ADJOURNMENT:**

A **MOTION** was made by Trustee Lin, and seconded by Trustee Grosch **TO ADJOURN THE MEETING AT 9:00 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 Andy Kim