

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, APRIL 15, 2020, 7:00 P.M.  
ZOOM CONFERENCE MEETING – OPEN TO THE PUBLIC AT  
THE GLENCOE PUBLIC LIBRARY, 320 PARK AVENUE, GLENCOE, IL 60022**

**APPROVED MINUTES**

- 1) **CALL TO ORDER:** President Doyle called the meeting to order at 7:08 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 Nancy Buehler, Ann Finstad, Becky Halcli, Maureen Liebenson, Liz McClain, Athens Moreno, and Andrew Kim, Executive Director. Also present were 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:** President Doyle asked for approval of the Consent Agenda items:
  - a. Approval of the February 19, 2020 Regular board meeting minutes
  - b. Approval of the Investment Policy revision

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

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:

Referencing the patron comment about the sesquicentennial kiosk in the building, Trustee Solon asked when it will be removed. Director Kim reported that he'd contact the Historical Society since the timeline for keeping the kiosk was revised due to the installation happening later than originally planned. Trustee Eisner recommended contacting Scott Javore since Mr. Javore has a long history with both organizations.
  - b. Local press: There were no comments.
- 7) **REPRESENTATIVE FROM THE FRIENDS OF THE LIBRARY:**

Friends President Marti Wick reported that \$9,450.00 was raised at the winter book sale. The Friends have also decided to cancel the summer book sale due to the effects of the COVID-19 pandemic. They are hopeful to hold their fall book sale. The Friends will discuss how they'll begin receiving book donations again once the Library reopens to the public.
- 8) **COMMITTEE REPORTS:**
  - a. Building & Grounds: No report

- b. Finance:  
Prior to the meeting, Director Kim reported to the Library Board that the March 2020 financial summary would be unavailable in time for the meeting. The summary will be presented at the May 20, 2020 board meeting along with the April 2020 financial summary.

There was a robust discussion centered around a strong finishing with the FY20 Net Operating Change. Trustees Ronner and Solon initiated discussion regarding what early expenditure forecasts would be for the current fiscal year, and what implications the COVID-19 pandemic may have with property tax collections in 2021. What effects the pandemic will have on the economy will dictate how the Library Board may wish to proceed with immediate and future building projects.

- c. Marketing:  
March statistics are not surprising due to the temporary closure that began on March 13, 2020. The Marketing Committee met on March 12, 2020 and decided to proceed with website user testing. That plan will be reevaluated due to the closure.

Trustee Tung asked if it were pertinent to create a patron survey that would further identify patron needs and expectations of the Library during the closure.

- d. Plan Commission:  
Trustee Solon reported that the Plan Commission has not met recently, but expects that the commission will discuss what will happen with the frame store in Downtown Glencoe, and the Hoover Estate.
- e. Planning: The fourth quarter summary of the FY20 Performance Plan was included in the board packet.
- f. Policy & Bylaws:  
The Gift Policy revision will be presented to the Library Board at the May 20, 2020 Regular board meeting.
- g. Sustainability Task Force:  
Trustee Lin reported that the task force hopes to reschedule the recycling event in October 2020. Due to the Glencoe Anchor no longer being in business, there is hope that task force updates can be included in library communications. Trustee Lin will bridge that discussion between the organizations. The task force also has interest in hiring a student intern. The task force discussed local government vs. state-controlled pesticide regulation.
- h. Technology:  
Trustee Tung touched on Athens Moreno's recent resignation and its impact on the Library's digital services. A. Moreno provided a detailed explanation of how the Library will deliver 3D-printed PPEs to local hospitals.

- 9) **REPORT OF THE EXECUTIVE DIRECTOR:**  
Director Kim provided a quick overview of his report, which included a closure report, and staff summaries of the PLA Conference in late February 2020.

10) **NEW BUSINESS:**

- a. Appointment of the Nominating Committee to present the Slate of Library Board Officers and committee rosters  
President Doyle reported that she and Trustee Grosch will be this year's Nominating Committee and are on track to present a slate for board approval to the May 20, 2020 Regular board meeting.
- b. Presentation of the FY20 Stub Year Performance Plan  
Director Kim presented the performance plan for the stub year. Key parts of the report included that a special board meeting should be scheduled some time between the end of April and early May to present renovation goals to help the Trustees decide how to proceed.

Discussion regarding the potential financial impact of the COVID-19 pandemic continued from earlier in the meeting. President Doyle prefers to pause the process of pursuing a building-wide renovation after a report from the building space consultant.

Several Trustees expressed that staff should consider adjusting any current space planning goals to address society's current state.

- c. Approval of the 2020 Illinois Public Library Annual Report (ACTION)  
Director Kim highlighted a handful of positive statistical changes, specifically the increase in circulation of Children's materials. Director Kim applauded Ann Finstad's approach to collection development and physical displays.

**A MOTION** was made by Trustee Grosch, and seconded by Trustee Lin **TO APPROVE THE 2020 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT**

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

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

- d. Approval of the architectural services proposal for the Technical Services renovation project (ACTION)  
Prior to the meeting, Director Kim emailed the Library Board renovation project proposals as prepared by Becky Halcli and Danny Burdett for the Technical Services and Hammond Room projects respectively.

President Doyle opened the floor for any questions regarding the proposal presented by R. Scott Javore & Associates. Trustee Solon requested that the proposal be revised to include language that states Javore & Associates would be responsible for completing the project in adherence to ADA compliance. Trustee Solon also added that Section IV, A, 1 should be revised to reflect a net 60 payment terms as granted to public libraries.

Trustees Eisner and Ronner recommended that the fee to Javore & Associates be capped at 12% of the firm's preliminary estimated budget for the project.

Prior to moving to a vote, Director Kim reminded the Library Board that it has the authority not to accept any submitted bids if none were within the project cost range discussed.

**A MOTION** was made by Trustee Solon, and seconded by Trustee Grosch **TO APPROVE THE ARCHITECTURAL SERVICES PROPOSAL FOR THE TECHNICAL SERVICES RENOVATION PROJECT REFLECTING REVISIONS THAT INCLUDE THE ARCHITECT'S RESPONSIBILITY TO COMPLETE THE PROJECT IN ADHERENCE TO ADA COMPLIANCE LAWS, THE PROJECT'S PAYMENT SCHEDULE REFLECT NET 60 PAYMENT TERMS, AND THE ARCHITECT'S BASIC FEE IS CAPPED AT 12% OF THE LOWEST RESPONSIBLE BIDDER'S PROJECT BID**

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

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

- e. Approval of the architectural services proposal for the Hammond Room renovation project (ACTION)  
Director Kim confirmed with the Library Board that the proposal revisions made to the Technical Services renovation project would also apply to the Hammond Room renovation project. All Trustees confirmed this.

Trustee Eisner raised concern about the timing of the project. Trustee Solon stated that this project does not have the same urgency as the Technical Services renovation project, and wished to table it at this time. Trustee Lin asked how this would impact staff morale if the project were tabled. Director Kim explained that the staff would understand a postponement, but made clear that a renovation of the Hammond Room would be well-received by the patrons. To answer the Library Board's question regarding timelines, Director Kim stated that if postponed, the management team would present it again for board approval. Trustee Ronner stated that moving forward with architectural services does not mean that the project has to move to the construction phase. He recommends that the Library Board allows Director Kim and the management to proceed with the project.

**A MOTION** was made by Trustee Ronner, and seconded by Trustee Grosch **TO APPROVE THE ARCHITECTURAL SERVICES PROPOSAL FOR THE HAMMOND ROOM RENOVATION PROJECT REFLECTING REVISIONS THAT INCLUDE THE ARCHITECT'S RESPONSIBILITY TO COMPLETE THE PROJECT IN ADHERENCE TO ADA COMPLIANCE LAWS, THE PROJECT'S PAYMENT SCHEDULE REFLECT NET 60 PAYMENT TERMS, AND THE ARCHITECT'S BASIC FEE IS CAPPED AT 12% OF THE LOWEST RESPONSIBLE BIDDER'S PROJECT BID**

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

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

**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:**

President Doyle asked for a motion to adjourn the meeting.

A **MOTION** was made by Trustee Solon, and seconded by Trustee Lin **TO ADJOURN THE MEETING AT 9:14 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 Andy Kim