

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JUNE 17, 2020, 7:00 P.M.
VIRTUAL MEETING**

APPROVED MINUTES

- 1) **CALL TO ORDER:** President Doyle called the meeting to order at 7:05 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, Danny Burdett, Ann Finstad, Becky Halcli, Maureen Liebenson, 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:** President Doyle asked for approval of the Consent Agenda items:
 - a. Approval of the May 20, 2020 Regular board meeting minutes
 - b. Approval of the June 3, 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 PRESENTED**

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:

Trustee Doyle commented on the number of positive comments and emails.
 - b. Local press: There were no comments.
- 7) **REPRESENTATIVE FROM THE FRIENDS OF THE LIBRARY:**
Friends President Marti Wick reported that they had a Zoom Board meeting on Wednesday, May 27th, 2020. They have two Friends that are retiring from the Board: Donna Mersch and Roberta Uhry. They approved \$7500 gifts to the library – \$1500 for copies of books for book discussions, \$3000 for a Kanopy video streaming subscription, and \$3000 for the *Talking Pictures* and *American Legends* programs that are now being presented on Zoom. They have tentatively set a date for their Fall Book Sale.
- 8) **COMMITTEE REPORTS:**
 - a. Building & Grounds: No report

- b. Finance: Trustee Ronner reviewed the May 2020 financials highlighting the *Temporary Closure Expenditure Report*. Trustee Ronner and Trustee Lin discussed finance schedules.
- c. Marketing: Trustee Doyle announced that she is stepping down from the committee after the next Marketing meeting. She noted how nice the weekly newsletter looks, created by Programs & Community Engagement Librarian, Grace Hayek.
- d. Plan Commission: Trustee Solon reported that the Commission has been reviewing a signage request from a local merchant. At the July meeting, the Commission will be looking at the final plat of subdivision for the Hoover Estate.
- e. Planning: No report.
- f. Policy & Bylaws: No report.
- g. Sustainability Task Force: Trustee Lin reported that the Task Force is sponsoring a Recycling Day. The Task Force is interested in joint programming opportunities with the library and has reached out to G. Hayek with programming ideas.
- h. Technology: Trustee Tung reported there will be a proposal to vote on in *New Business*. She is glad to see that the library is continuing to invest in network infrastructure while there is an open Network Administrator position.

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

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

- Staff return letters were delivered on June 5, 2020. The library has had 3 staff retirements and 1 staff resignation.
- The Illinois State Library has temporarily suspended resource sharing until August 2020.
- Services are expanding on June 22. Curbside hours will expand on June 22 to 11-5 on M-W-F-Sa and 1-7 on Tu-Th. Staff will be in the building and providing phone service 9-7 on M-Th, 9-6 on Friday and 9-5 on Sa. Staff will continue to offer remote library programs from their homes and the library.
- RAILS will resume delivery on June 29th.
- Ann F., Head of Children's Services created the new monthly statistics template. (Note: Trustees are very happy with the new format).
- J. Franklin, Digital Services Librarian, is the lead on the new website project. He and the management team will review the demo provided by Weblinx, review current content and determine new content to add, in anticipation of a presentation to the Marketing Committee.
- The July Committee of the Whole meeting will focus on plans for modifying space on the first floor in preparation of a July 20th reopen.

Trustee Eisner noted his appreciation for Steve Martin's, Library Facility Supervisor, 30+ years of service to the Glencoe Public Library and the community of Glencoe. S. Martin retired on June 15, 2020.

10) **UNFINISHED BUSINESS**

No Unfinished Business

11) **NEW BUSINESS:**

- a. Consideration to cancel August 19, 2020 Regular Board Meeting (**ACTION**)

Trustees determined that the August 19, 2020 meeting should remain on the calendar. No motion was made.

- b. Approval of new PC Management, print management, and remote printing products (ACTION)

Library staff reviewed the proposal and reasons for recommending installation.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Tung to **APPROVE THE PURCHASE OF NEW PC MANAGEMENT, PRINT MANAGEMENT, AND REMOTE PRINTING PRODUCTS**

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

Nays: None

- c. **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.

- d. **ADJOURNMENT:**

President Doyle asked for a motion to adjourn the meeting.

A **MOTION** was made by Trustee Lin, and seconded by Trustee Eisner **TO ADJOURN THE MEETING AT 8:07 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.