

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 17, 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. President Doyle was unable to hear the meeting, and sought to correct the technical issue.

1) CALL TO ORDER:

Vice-President Lin called the meeting to order at 7:03 p.m.

Vice-President Lin stated, "I will call the meeting to order at 7:03 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: Teresa Grosch, Linda Lin, Bruce Ronner, Laura Solon, Mabel Tung, and John Tuohy. Present were library staff members Danny Burdett, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present were Marti Wick, President of the Friends of the Glencoe Public Library, and slated Library Board candidate Michael Pope.

President Doyle entered the meeting at 7:06 p.m.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the January 20, 2021 Regular Board Meeting minutes
- b. Approval of the January 27, 2021 Special Board meeting minutes
- c. Approval of the Alcoholic Beverages Policy revision

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

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

Ayes: Grosch, Lin, Ronner, Solon, Tung, Tuohy

Nays: None

Absent: Doyle

5) PUBLIC COMMENT:

There was no public comment.

Director Kim introduced Michael Pope, one of the slated candidates for the Library Board.

President Doyle entered the meeting at 7:06 p.m.

6) **COMMUNICATIONS:**

There was no discussion regarding the Communications content.

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

President Wick reported that the Friends are hoping to hold a fall book sale. The Friends' appeal letter was distributed in mid-October 2020, and the Friends have received \$26,785.00 thus far. This is the most donated since 2009. President Wick reported that the appeal letter returns between \$18,000 – 20,000.00.

There have been 50 new donors so far, compared to 35 in the previous year. Repeating respondents are donating more on average.

President Doyle took over presiding the meeting.

8) **COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Ronner presented the financial reports beginning on page 25 of the board packet.

Trustee Solon raised questions regarding recent news that Cook County will provide property owners an additional two months to pay their First Installment without fee. Director Kim has not heard of any delays of property tax revenues to the library.

c. Marketing:

President Doyle reported that Network & Digital Services Librarian Justin Franklin provided a website redesign project update to the committee. The marketing statistics are holding steady.

d. Plan Commission:

Trustee Solon reported the Plan Commission held a meeting for another Sustainability Task Force presentation on EcoDistricts. Trustee Solon stated that it was well-received by the commission.

e. Planning:

Director Kim brought the Trustees' attention to the committee memorandum on page 29 of the board packet.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force:

Trustee Lin reported that the 12-member task force has organized into eight subcommittees, and hopes to expand membership to address all the potential work.

There are five programs scheduled with the library through June.

h. Technology:

Trustee Tung shared highlights from the report on page 30 of the board packet.

In addition, President Doyle shared that she and Trustee Grosch are revising the trustee orientation binder ahead of the next trustee training session. A draft will be shared with Trustees for further feedback.

Trustee Solon requested an update on whether the library staff will investigate a new phone system. Director Kim shared that it's scheduled to follow the outdoor locker system installation, and website redesign project.

Trustee Tuohy requested further information about the removal of the library's front entrance security gates, and how the staff will now record building traffic. Director Kim replied that the library installed a new traffic counter in 2019 that provides much more accurate recording, and reporting capabilities. The intent is to install more traffic counters throughout the building to assess patron flow-through. There is very little concern about material theft.

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

Director Kim reported that the Furniture Project Team is nearly ready to present a purchase proposal to the Library Board at the March 17, 2021 Regular Board Meeting. Ahead of the meeting, President Doyle will call for a Committee of the Whole Meeting so that the project team can present an overview and share furniture options with the Trustees. The meeting would allow the Trustees to share feedback and give direction.

Director Kim will send a Doodle poll to Trustees, and the meeting will be held sometime in the first two weeks of March.

Trustee Tuohy noted that the collection size is smaller than it was during his last term. Collection Services Manager Becky Halcli shared information on the current collection size, and noted that the intent is to shape a collection that is right-sized for the community.

Head of Children's Services Ann Finstad defined passive programming, and responded to Trustee Solon's question regarding the increased number of views in the library's YouTube Kids channel.

10) **NEW BUSINESS (ACTION):**

a. Consideration to approve the 2021 Illinois Public Library Annual Report

Director Kim shared that all Illinois public libraries are required to prepare an annual report and submit it to the Illinois State Library by no later than 60 days after fiscal year end. Each year, the management team works collaboratively to compile the report and present it for board review.

Director Kim also shared that the report presentation offers time to compare the recently completed fiscal year to the prior year, and assessing the COVID-19 Pandemic's impact on library services.

Director Kim also presented a correction on page 43, bottom chart: the library was open for 52 weeks in Fiscal Year 2020, and 19 of a total 44 weeks in Fiscal Stub Year 2020.

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Tuohy **TO APPROVE THE 2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT AS PRESENTED**

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

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

Nays: None

- b. Consideration to approve the Fiscal Year 2021 Per Capita Grant application and Fiscal Year 2019 Expenditures Report

Director Kim shared that the Per Capita Grant is available to Illinois public libraries annually. Grant amounts of up to \$1.25 per person served is available. Each year, there is a reading and review requirement of staff and Trustees. This year, the reading requirement was the entirety of *Serving Our Public 4.0*.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Ronner **TO APPROVE THE FISCAL YEAR 2021 PER CAPITA GRANT APPLICATION AND FISCAL YEAR 2019 EXPENDITURES REPORT AS PRESENTED**

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 LED Lighting Project proposal
Director Kim summarized the project memorandum included in the board packet.

President Doyle supported the project, and opened the floor for questions from the Trustees. Director Kim confirmed to Trustee Solon that the "out-of-pocket" cost is \$17,932.96. The rebate will be applied before work begins, and will be awarded to Twin Supplies.

Trustee Lin questioned the labor cost which Director Kim confirmed was consistent with the labor costs presented by the other two lighting contractors.

Trustee Tung reminded the Library Board that despite no other facility projects are scheduled after the first quarter, there is possibility that other needs may arise, and Trustees should be mindful of future unanticipated costs.

Prior to the roll call vote, Trustee Ronner cautioned the Library Board to monitor the library's cash flow year-to-year to ensure that the library's financial position remains healthy.

A MOTION was made by Trustee Tuohy, and seconded by Trustee Ronner **TO APPROVE THE LED LIGHTING PROJECT PROPOSAL AS PRESENTED BY TWIN SUPPLIES IN THE AMOUNT OF \$17,932.96**

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

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

Nays: None

- d. Consideration to approve the final design of the Takiff Art Book Collection Shelving Project Collection Services Manager Becky Halcli and Head of Adult Services Liz McClain presented a summary of the shelving project. B. Halcli presented a history of the collection and the current shelving. She confirmed that the new shelving measurements are accurate and will both fit the current collection size with moderate room for growth and book displays.

L. McClain presented the design process with the Library Board.

Trustee Tuohy requested clarification about how much space will remain for collection growth. Director Kim and L. McClain confirmed that the shelving is library shelving and could be used for other collections should a spatial change happen in the future. Other Trustees asked other clarifying questions which the staff answered.

A MOTION was made by Trustee Tuohy, and seconded by Trustee Tung **TO APPROVE THE FINAL DESIGN OF THE TAKIFF ART BOOK COLLECTION SHELVING PROJECT AS PRESENTED**

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

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

Nays: None

- e. Consideration to approve the Technical Services Department Renovation Project proposal Director Kim presented an overview of the project's bid and review processes. After careful consideration, both Scott Javore, the project architect, and Director Kim agreed that bidder Absolute Home Improvement and Cleaning Services of Highland Park are the lowest responsible bidder. They agreed in recommending the bid and five alternates presented by Absolute Home Improvement in the amount of \$126,550.00.

A MOTION was made by Trustee Solon, and seconded by Trustee Grosch **TO APPROVE THE TECHNICAL SERVICES DEPARTMENT RENOVATION PROJECT BID AND ALTERNATES SUBMITTED BY ABSOLUTE HOME IMPROVEMENT AND CLEANING SERVICES IN THE AMOUNT OF \$126,550.00**

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 Grosch, and seconded by Trustee Lin **TO ADJOURN THE MEETING AT 8:37 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