

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MARCH 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.

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, Ann Finstad, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present was slated Library Board candidate Beth Schencker, and 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 (ACTION):**

- a. Approval of the February 17, 2021 Regular Board Meeting minutes
- b. Approval of the March 3, 2021 Committee of the Whole Meeting minutes
- c. Approval of the Sale or Disposal of Property Policy revision

Director Kim noted the following revisions to the February 17, 2021 Regular Board Meeting minutes:

- 8) Committee Reports, Item e.: *Director* Kim, and not *President* Kim
- 8) Committee Reports, Item g.: *has* organized, and not *as* organized
- 9) Director's Report, last paragraph: the word "trustee" is misspelled

Director Kim noted the following revision to the March 3, 2021 Committee of the Whole Meeting minutes:

- 1) Call to Order: 6:03 p.m., and not 7:03 p.m.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Grosch **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:**

- a. Patron comments
- b. Local press

Trustee Grosch congratulated the Children's Department staff on all their work that has been so well-received by patrons.

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

President Wick reported that the Friends have provided their share of funding for the Takiff Art Book Collection shelving. At their February board meeting, a total of \$7,250.00 in new gift funds was donated to the library. The Friends are cautiously optimistic they could schedule a book sale for October 2021, at minimum February 2022.

8) **COMMITTEE REPORTS:**

a. Building & Grounds:

Director Kim summarized the facility project updates included in the committee report. Danny Burdett, Head of Circulation Services, is receiving user training for the outdoor locker system. The staff and Javore & Associates are looking at new flooring options for the Technical Services Department Renovation Project. The LED Lighting Project is nearly complete with only the Johnson Room left to finish.

b. Finance:

Trustee Ronner presented an overview of the library's finances through February 2021. In an email discussion prior to the meeting, Director Kim asked what minimum available cash balance the Finance Committee would like to maintain. At the meeting, Trustee Ronner informed the Board his opinion is to maintain a minimum balance of \$1.5 million, \$2 million being optimal. The current balance is \$2.06 million.

Trustee Ronner reported that a new restricted fund was established in memory of Janet Hauser, the former Head of Children's Services.

c. Marketing:

President Doyle reported the monthly statistics are holding steady, and also shared that the new website launch remains scheduled for mid-April 2021. She and Trustee Lin have been communicating with Justin Franklin, Network & Digital Services Librarian.

d. Plan Commission:

Trustee Solon shared that the Plan Commission would convene next week to discuss a potential new pizza restaurant in Downtown Glencoe.

- e. Planning:
Director Kim shared that Trustee Lin would be meeting with the management team on April 14 to begin strategic planning discussions.
- f. Policy & Bylaws:
There was no report.
- g. Sustainability Task Force:
Trustee Lin reported on the task force's very busy schedule. The green landscaping program with the library was well-received. The task force has upcoming programs in partnership with the Friends of the Green Bay Trail. Both groups are discussing how to improve their coordination.

There will be a kitchenware collection day this upcoming weekend that's being promoted by the Village of Glencoe. There is a beach clean-up day in April, and a walk-and-bike to school initiative being led by the task force. Ann Finstad, Head of Children's Services has been communicating with the task force to help advise in the latter.

Members have held one-on-one meetings with local business owners to support and provide resources to manage results from the pandemic, offer money saving opportunities, and sustainability opportunities.

- h. Technology:
Trustee Tung noted that J. Franklin continues to work on the website redesign, and more building infrastructure work such as cabling. J. Franklin has worked with Joe Faust, Facilities Supervisor to establish a facilities work order tracking system.

Trustee Grosch noted that she supports the library team's decision to opt away from Microsoft Teams.

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

Director Kim reported that the Village of Glencoe would begin the process of creating a new comprehensive plan soon. It is the Village's intent to acknowledge and potentially incorporate any planning being considered or established by other local organizations such as School District 35, the Park District, and the library. Trustee Solon added that the comprehensive plan will be broad, and be delegated to the Plan Commission.

Audit fieldwork was completed on March 5, and a draft is scheduled for an April 2 delivery.

Ann Finstad, Head of Children's Services and I met with Trustee Lin on March 8 to discuss how board packet statistical reporting can be modified and improved for presentation.

Staff welcomed Sara Lifson, Adult Services Librarian, back on March 16.

Trustee Solon shared that Janet Hauser had a very positive impact on the community, especially the children. Trustee Solon's hope is that library staff will promote the fund to make those in the community aware of it and her passing.

10) **NEW BUSINESS:**

a) Presentation of the Library Board Nominating Committee
President Doyle has appointed herself and Trustee Grosch to the Nominating Committee. They will be reaching out to each Trustee to discuss the upcoming slate in effort to present it at the April 21, 2021 Regular Board Meeting.

b) Consideration to approve the Southwest Lower Level Interior Drain Tile Project proposal (ACTION)
Director Kim provided a project overview. The project work will be done in a part of the building that is not public or staff space. It is where the main electrical panel is located. Water enters the building due to a lack of drainage just outside of the southwest lower level. The proposal presented by U.S. Waterproofing will not allow water to enter the library, and should it, redirect it back outside. This is similar to the work U.S. Waterproofing completed in 2019 to repair seepage in the Technical Services Department.

The project cost will be expensed to the operating fund.

Trustee Ronner noted that the chart of fiscal year project costs and fund allocation included in this item's packet memorandum does not include costs for a new phone system, or the final payment for the outdoor locker system. He reminded the Board that it will have to be mindful of future expenses to ensure the general fund balance remains healthy.

Trustee Tung requested that Director Kim present a more detailed report that could outline funds budgeted, actual, and projected.

Trustee Solon was concerned that the proposal being presented did not include additional costs for the plumbing and electrical work that U.S. Waterproofing noted in its proposal. Director Kim responded that because the initial estimates for those would not exceed the amount required to seek board approval, he only presented the U.S. Waterproofing proposal. It would be more in line with the Finance Committee's direction if all related costs be presented to the Board in the future.

Director Kim informed Trustee Tuohy that expenses in excess of \$5,000.00 requires board approval.

A MOTION was made by Trustee Tuohy, and seconded by Trustee Grosch **TO APPROVE THE SOUTHWEST LOWER LEVEL INTERIOR DRAIN TILE PROJECT PROPOSAL PRESENTED BY U.S. WATERPROOFING IN THE AMOUNT OF \$12,217.00**

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 New Public Furniture purchase proposal (ACTION)
Grace Hayek, Head of Programs & Communications, presented an overview with minor updates from her presentation at the March 3, 2021 Committee of the Whole Meeting. The project team was able to find solutions to concerns the Board shared on March 3.

The project team is recommending the “best option” for board approval in the amount of \$43,711.00.

A MOTION was made by Trustee Solon, and seconded by Trustee Tuohy **TO APPROVE THE NEW PUBLIC FURNITURE PURCHASE PROPOSAL PRESENTED BY ROOM & BOARD IN THE AMOUNT OF \$43,711.00**

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

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

Nays: None

11) **CLOSED SESSION:**

There was no closed session.

12) **ADJOURNMENT:**

A MOTION was made by Trustee Ronner, and seconded by Trustee Grosch **TO ADJOURN THE MEETING AT 8:03 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