

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, APRIL 21, 2021 – 7:00 P.M.
VIRTUAL MEETING**

APPROVED MINUTES

Prior to the meeting being called to order, Collection Services Manager Becky Halcli confirmed that each Trustee could hear the meeting.

1) CALL TO ORDER:

President Doyle called the meeting to order at approximately 7:10 p.m.

President Doyle stated, "I will call the meeting to order at 7:10 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, and Liz McClain. Also present were slated Library Board candidates Michael Pope and Beth Schencker.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA (ACTION):

- a. Approval of March 17, 2021 Regular Board Meeting minutes
- b. Approval of the Fund Balance/Net Asset Policy revision

Trustee Lin noted the following revision to the March 17, 2021 minutes:

- 8) Committee Reports, Item g.: Ann Finstad, Head of Children's Services has been communicating with the task force to *advise in* the latter.

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

Director Kim entered the meeting at 7:13 p.m.

5) PUBLIC COMMENT:

There was no public comment.

6) **COMMUNICATIONS:**

a. Patron comments

Trustee Grosch congratulated the Children's Department on all their efforts. Trustee Tuohy enjoyed the comment referring to the Glencoe Public Library being the "Moby Dick" of libraries. Trustee Tung noted that the majority of compliments come from Children's Services, and hopes that staff advocate services targeted towards adults.

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

Friends President Marti Wick was not in attendance.

8) **COMMITTEE REPORTS:**

a. Building & Grounds

Director Kim highlighted ongoing and upcoming facility projects. Trustee Tuohy requested more information regarding the unanticipated issues regarding the Technical Services Department Renovation Project. Trustee Solon hoped that despite the added costs due to change orders, Director Kim is not cutting other aspects of the project in order to save on expenditures. Director Kim agreed with Trustee Solon, and assured the Library Board the majority of the original scope of work is still in place.

b. Finance

Trustee Ronner presented an overview of the library's finances through March 2021, noting the expenditures for ongoing facility projects.

Trustee Tuohy requested information regarding the library's loan. Director Kim will find the information requested and relay it to Trustee Tuohy.

c. Marketing

President Doyle highlighted the website redesign and the draft website made available for board review. Monthly marketing statistics were also discussed.

President Doyle also presented a quick summary of a recent survey of adult consumers that anticipates a 12% downturn of econtent use.

Trustee Solon requested more information regarding the significant decrease in registered cardholders. Danny Burdett, Head of Circulation Services will seek a better explanation from CCS and share it with the Trustees.

d. Plan Commission

Trustee Solon shared that the Commission's April meeting was cancelled.

e. Planning

Director Kim thanked Trustees Lin and Tuohy for meeting with the management team. Trustee Tuohy characterized that the meeting was a very preliminary.

Trustee Tung requested that the Strategic Planning Committee present a draft of any request for proposal being prepared for consulting services.

f. Policy & Bylaws

There was no report.

g. Sustainability Task Force

Trustee Lin shared an update that included the following items:

- *The Walk, Bike, and Roll* Program with District 35 has launched with several local businesses participating.
- There is a “no idling” campaign ready to launch that will include District 35, Park District, and potentially local businesses, and other local organizations.
- April 24 is Beach Clean-up Day which is an event in collaboration with the Park District.
- More events are being scheduled in May for hazardous waste removal, electronics recycling, shredding, and donating.

h. Technology

Trustee Tung reported updates on the website redesign project. She was also pleased with the progress with the phone system update. Trustee Tung was also pleased with efforts to create an internal ticketing system. Trustee Lin also showed her support of the staff's efforts to use SpiceWorks as the internal ticketing system.

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

Director Kim reported some highlights from his report. First, RAILS has lifted its quarantine requirement for materials transported through its delivery system. CCS Governing Board unanimously approved to proceed with lifting any mandatory quarantine period reflecting the change.

The Trustee Orientation has been scheduled for May 11 at 6:00 p.m. Director Kim will share an agenda and information packet ahead of the meeting.

With the help of the Village of Glencoe, all staff wanting to be vaccinated are now fully vaccinated. This is a tremendous step toward planning the library's return to full patron services.

D. Burdett gave a presentation of the outdoor locker system to the Rotary Club of Glencoe.

Director Kim thanks Trustees Lin and Tung, and incoming Trustees Pope and Schencker for participating in the Illinois Library Association webinar on diversity, equity, and inclusivity.

10) **NEW BUSINESS:**

- a. Presentation of the Slate of Board Officers and Appointment of Library Board Committees
President Doyle presented the tentative slate prepared by the Nominating Committee. The board officers would be: Trustee Lin, President; Trustee Ronner, Vice-President; Trustee Tung, Treasurer; and Trustee Tuohy, Secretary.

Presented committee assignments will change ahead of the May 17 Annual Board Meeting specific to the Marketing, Policy & Bylaws, and Technology Committees. Trustees were

encouraged to reach out to the Nominating Committee if they wished to share any preferences.

11) **CLOSED SESSION:**

There was no closed session.

12) **ADJOURNMENT:**

Trustee Tuohy inquired about closed session procedures in board meetings. Trustee Solon shared that recent changes to the Open Meetings Act requires elected boards to specify the reason or reasons for moving a public meeting into closed session.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Grosch **TO ADJOURN THE MEETING AT 8:03 P.M.**

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

Nays: None

Respectfully submitted by Andy Kim