

**ANNUAL BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MAY 19, 2021 – 7:00 P.M.
JOHNSON ROOM**

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, Teresa Grosch, Linda Lin, Bruce Ronner, Mabel Tung, and John Tuohy. Present were library staff members Danny Burdett, Justin Franklin, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present were newly elected Trustees Michael Pope and Beth Schencker, newly appointed Trustee Roger Parfitt, and former Trustee Laura Solon. Attending via Zoom was Ann Finstad.

3) ADDITIONS TO THE AGENDA

There were no additions to the agenda.

4) CONSENT AGENDA (ACTION)

- a. Approval of the April 21, 2021 Regular Board Meeting minutes
- b. Approval of the Interlibrary Loan Policy revision

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

The **MOTION PASSED UNANIMOUSLY** by voice vote of those present.

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

Nays: None

5) UNFINISHED BUSINESS (ACTION)

- a. Approval of the Slate of Board Officers and Appointment of Library Board Committees
President Doyle presented the officers slate, and board committee rosters as follows:

Board Officers

President	Linda Lin
Vice-President	Bruce Ronner
Treasurer	Mabel Tung
Secretary	John Tuohy

Committees

Building & Grounds	Bruce Ronner
Finance	Bruce Ronner and Mabel Tung
Marketing	Beth Schencker
Personnel	Linda Lin and Bruce Ronner

Planning	John Tuohy
Policy & Bylaws	Roger Parfitt
Technology	Mabel Tung

Delegates

Plan Commission	Michael Pope
Sustainability Task Force	Linda Lin

A **MOTION** was made Trustee Tuohy, and seconded by Trustee Grosch **TO APPROVE THE SLATE OF BOARD OFFICERS AND APPOINTMENT OF LIBRARY BOARD COMMITTEES AS PRESENTED**

The **MOTION PASSED UNANIMOUSLY** by voice vote of those present.

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

Nays: None

6) ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY ELECTED AND RE-ELECTED TRUSTEES

- a. Mr. Michael Pope
- b. Mr. Bruce Ronner
- c. Ms. Beth Schencker
- d. Mr. John Tuohy

Each newly elected and re-elected Trustee stood and recited the Oath of Office. President Doyle called a short recess.

7) RECESS

8) CALL TO ORDER

President Lin called the meeting to order at 7:16 p.m.

9) ROLL CALL

The following Trustees were present: Linda Lin, Michael Pope, Bruce Ronner, Beth Schencker, Mabel Tung, and John Tuohy. Present were library staff members Danny Burdett, Justin Franklin, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present were newly appointed Trustee Roger Parfitt, and former Trustees Kathy Doyle, Teresa Grosch, and Laura Solon. Attending via Zoom was Ann Finstad.

10) APPROVAL OF RESOLUTION NO. 2021-05-19 TO ACCEPT A RESIGNATION, DECLARE A VACANCY, AND APPOINT A NEW LIBRARY TRUSTEE (ACTION)

Director Kim noted the board vacancy was due to the resignation of Ms. Laura Solon effective May 3, 2021. The Library Board shall appoint Mr. Roger Parfitt to the vacancy where he will serve until the next general election in April 2023.

A **MOTION** was made by Trustee Pope, and seconded by Trustee Ronner **TO APPROVE RESOLUTION NO. 2021-05-19 TO ACCEPT A RESIGNATION, DECLARE A VACANCY, AND APPOINT MR. ROGER PARFITT AS LIBRARY TRUSTEE**

The **MOTION PASSED UNANIMOUSLY** by voice vote of those present.

Ayes: Lin, Pope, Ronner, Schencker, Tung, Tuohy

Nays: None

11) ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY APPOINTED TRUSTEE

- a. Mr. Roger Parfitt

After the board's approval, Mr. Parfitt stood, recited the Oath of Office, and then sat with the Library Board.

12) PUBLIC COMMENT

There was no public comment.

13) COMMUNICATIONS

- a. Patron comments

There were no comments.

14) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Friends President Marti Wick was not in attendance.

15) COMMITTEE REPORTS

- a. Building & Grounds

Director Kim informed the Library Board of a delay in the Technical Services Department Renovation Project. The millwork will be delayed by three weeks. And the Takiff Collection shelving will be installed on May 21.

- b. Finance

Trustee Ronner highlighted key information available in the financial statements.

- c. Marketing

Director Kim noted and thanked Head of Children's Services Ann Finstad's work to redesign the monthly statistics report using President Lin's recommendations.

- d. Plan Commission

Director Kim shared that the Plan Commission will meet on May 26, which will be Trustee Pope's first meeting as library board delegate.

- e. Planning

There was no report.

- f. Policy & Bylaws

There was no report.

- g. Sustainability Task Force

President Lin shared that the task force's Walk, Bike, and Roll to School program continues at all three district schools. It also added a new "no-idling" component.

The most recent recycling day was on May 15. President Lin reported it was a steady day.

President Lin also reminded attendees of the upcoming bird program at the library.

h. Technology

Trustee Tung presented a summary of the committee report that was included in the board packet.

16) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim thanked the Trustees and management team for participating in the recent trustee orientation on May 11.

Children's Aide Jeff D'Anastasio, has been promoted to the Administrative Associate position effective May 24. Also on the same day, Children's Associate Jessie Bond will be promoted to Librarian. The staff also welcomed back Adult Services Librarian Maureen Liebenson on May 18.

Head of Circulation Services Danny Burdett provided a demonstration of the outdoor locker system to a management team from the Northbrook Public Library. And Collection Services Manager Becky Halcli, and Head of Adult Services Liz McClain attended the Reaching Forward Conference.

Patrons are permitted to reserve the Hamil Room again effective May 14.

17) RESOLUTIONS IN HONOR OF RETIRING TRUSTEES (ACTION)

- a. Kathy Doyle
- b. Teresa Grosch
- c. Laura Solon

Director Kim presented resolutions in honor of the three retiring Trustees: Kathy Doyle, Teresa Grosch, and Laura Solon.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee **Pope TO APPROVE THE RESOLUTIONS IN HONOR OF RETIRING TRUSTEES KATHY DOYLE, TERESA GROSCH, AND LAURA SOLON**

The **MOTION PASSED UNANIMOUSLY** by voice vote of those present.

Ayes: Lin, Parfitt, Pope, Ronner, Schencker, Tung, Tuohy

Nays: None

18) CLOSED SESSION

There was no closed session.

19) ADJOURNMENT

A **MOTION** was made by Trustee Pope, and seconded by Trustee Tung **TO ADJOURN THE MEETING AT 8:13 P.M.**

The **MOTION PASSED UNANIMOUSLY** by voice vote of those present.

Ayes: Lin, Parfitt, Pope, Ronner, Schencker, Tung, Tuohy

Nays: None

Respectfully submitted by Andy Kim