

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JUNE 16, 2021 – 7:00 P.M.
JOHNSON ROOM**

APPROVED MINUTES

1) CALL TO ORDER

President Lin called the meeting to order at 7:00 p.m.

2) ROLL CALL

The following Trustees were present: Linda Lin, Roger Parfitt, Michael Pope, Bruce Ronner, Beth Schencker, Mabel Tung, and John Tuohy. Present were library staff members Danny Burdett, Jeff D’Anastasio, Ann Finstad, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present were Marti Wick, President of the Friends of the Glencoe Public Library, and Courtney Clement of Lauterbach & Amen.

3) ADDITIONS TO THE AGENDA

There were no additions to the agenda.

4) CONSENT AGENDA (ACTION)

- a. Approval of the May 19, 2021 Annual Board Meeting minutes
- b. Approval of the Public Display and Exhibit Policy revision
- c. Approval of the Personnel Policy Revision

Director Kim reported the following edits to the May 19, 2021 Annual Board Meeting minutes:

Pg. 5 – Item 13, Communications: Should read, “There were no comments.”

Pg. 9 – Item B, under Information Board: There is a recommendation to change the word “equal” to “equitable” because equal posting time cannot be guaranteed, but equitable use of the information board can.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Tung **TO APPROVE THE CONSENT AGENDA ITEMS AS AMENDED.**

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

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

Nays: None

5) PUBLIC COMMENT:

There was no public comment.

6) COMMUNICATIONS:

- a. Patron comments:

A patron’s complaint that their connection was lost to the Frida Kahlo Zoom program on May 27 was addressed by Head of Circulation Services Danny Burdett, who said the presenter had brief technical difficulty that was resolved.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

Friends President Marti Wick reported \$5,650 of new funding. The Friends will continue to support the Levin and Perks Book Groups, the Adult Services and Children's Services Summer Reading Clubs, and fund the purchase of three Yoto players for the Children's Department. The Friends also sponsored Talking Pictures and American Music Legends programming.

President Wick also reported a record \$27,775 raised in the latest appeal.

The return of the Friends Book Sale in the lower level will depend on the completion of the Technical Services Department Renovation Project, but a mini-sale will be held outside on Saturday, July 3 from 11-3 weather permitting. The no book donations policy will continue until further notice.

8) APPROVAL OF THE FISCAL STUB YEAR 2020 LIBRARY AUDIT REPORT PRESENTED BY LAUTERBACH & AMEN (ACTION).

Courtney Clement of Lauterbach & Amen fielded questions and comments from Trustee Ronner about the contents of the Fiscal Stub Year 2020 Library Audit Report. The library received an unmodified opinion, the highest opinion an auditor can designate. Within the audit, the management letter and lack of journal entries also testify to good internal accounting.

Trustee Tuohy recommended that the Library Board "receive" the report instead of "approving" it.

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Tung, **TO RECEIVE THE FISCAL STUB YEAR 2020 LIBRARY AUDIT REPORT.**

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

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

Nays: None

9) COMMITTEE REPORTS

a. Building & Grounds

Director Kim informed the Library Board of an additional delay to millwork in the Technical Services Department Renovation Project.

b. Finance: Finance Committee

Trustees Tung and Ronner highlighted key information available in the financial statements.

c. Marketing: no report.

d. Plan Commission:

Trustee Pope attended his first Plan Commission meeting.

e. Planning

There was no report.

- f. Policy & Bylaws
There was no report.
- g. Sustainability Task Force:
President Lin shared that Glencoe residents will receive orange bags for textile recycling (clothes, shoes, bedding, etc.).

President Lin also reminded attendees of the Farmers Market at 3:30 on Thursdays.

- h. Technology:
Trustee Tung presented an update on the new library website. The site has been designed to be mobile compatible, eliminating the need to download a separate app.

Trustee Tung also reported that a new server installation and switch replacement may necessitate a one-day library closure in August.

10) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim thanked the Friends for \$5,650 in new funds, which go to supporting many staple programs, and the Yoto Player, a new Children's Department collection item noted on page 26 of the board meeting packet.

Director Kim reported that Trustee Tung's request to reach out to Wintrust regarding the HVAC loan led to an interest rate reduction from 3.5% to 2.75% effective July 1. This will allow the library to pay more towards principal until maturity.

Circulation Associate Ann Perks has announced her retirement after nearly 21 years of service. She will return in the fall as an independent contractor to continue leading her book groups and substitute in Circulation. Liz McClain, Head of Adult Services, begins medical leave on June 17.

FOIA Training for new Trustees through the Illinois Attorney General's website is still unavailable. Director Kim is checking weekly and will let the new Trustees know when the training returns.

Facilities Supervisor Joe Faust is gathering estimates for masonry work and awnings for the outdoor locker system. Director Kim will present estimates for approval at the July 21 Regular Board Meeting.

Director Kim and Head of Programs & Communication Grace Hayek have started to discuss a redesign to the library's annual report.

President Lin remarked on the monthly statistics in the Executive Director's report and asked for staff feedback on reopening the library. Head of Children's Services Ann Finstad reported that the launch of the Summer Reading Club has brought increased patronage to the Children's Department.

11) CLOSED SESSION

There was no closed session.

12) ADJOURNMENT

Prior to adjournment, Trustee Tuohy recommended that President Lin and Director Kim consider reinstating a timed meeting agenda for all future board meetings.

A **MOTION** was made by Trustee Parfitt, and seconded by Trustee Tuohy **TO ADJOURN THE MEETING AT 8:05 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 Jeff D'Anastasio