

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JULY 21, 2021 – 7:00 P.M.  
JOHNSON ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**APPROVED MINUTES**

**1) CALL TO ORDER**

President Lin called the meeting to order at 7:01 p.m.

**2) ROLL CALL**

The following Trustees were present: Linda Lin, Roger Parfitt, Michael Pope, Bruce Ronner, Beth Schencker, and Mabel Tung. Present were library staff members Danny Burdett, Jeff D’Anastasio, Becky Halcli, and Andrew Kim, Executive Director. Also present was 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 June 16, 2021 Regular Board Meeting minutes
- b. Approval to close the library building and suspend services on September 24, 2021 to hold Staff Development Day
- c. Approval of the 2023 holiday closure dates
- d. Approval of the Internet Policy revision

Director Kim noted an edit on page 4 of the board packet, Item 7. The last sentence should read “The no book donations policy will continue until further notice.”

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Ronner **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

Nays: None

**5) PUBLIC COMMENT**

There was no public comment.

**6) COMMUNICATIONS**

- a. Patron comments  
In reference to the second compliment, Trustee Parfitt asked what “HF” books meant. Consensus of attendees was “Historical Fiction.” Trustee Parfitt also queried three complaints of noise in the library from June 8-14, wondering if they related to a specific

cause. Collection Services Manager Becky Halcli explained that the need to talk through plexiglass barriers likely contributed to louder than usual noise levels.

## 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Friends President Marti Wick reported that the first Friends Mini Book Sale on July 3 was a success. People were lined up waiting for the event to begin. \$697 was made through sales and many appreciative comments were shared by participants about the level of service the library maintained throughout the past year of the pandemic. The next Mini Book Sale is scheduled for August 7. The Friends are still determining when to resume collecting book donations, and anticipating the return of their basement space upon completion of the Technical Services renovation.

## 8) COMMITTEE REPORTS

### a. Building & Grounds

Director Kim provided an update on the Technical Services Department Renovation Project (TSDRP). Millwork is nearly complete. The overall project is about 85% done, with an anticipated finish during the first week of August, after which point the contractor Absolute Home Improvements should schedule a final inspection from the Village.

In late June water seepage was noticed in the renovation area after heavy rain. Despite this, the contractor installed new millwork over the water damage. Director Kim and Facilities Supervisor Joe Faust insisted that the affected flooring be re-installed. The cost of new flooring will be paid by the library, while removing and reinstalling the millwork will not. U.S. Waterproofing was contacted to check on the sump pump they had previously installed. They determined that an error of theirs had caused the leaking and replaced the faulty part at no charge.

### b. Finance Committee

Trustees Tung and Ronner presented an overview of the midpoint of the library's current fiscal year. The TSDRP was mentioned as a source of higher expenses this year compared to last, with a recent \$45,000 project payment cited by Trustee Tung as a specific example. Trustee Tung said overall budget amounts are similar to or even lower than the prior year.

Trustee Tung recommended moving to quarterly overview reports instead of monthly to draw sharper contrasts between budget line items. President Lin felt that bimonthly reports would be an appropriate compromise for the rest of this year.

### c. Marketing

Director Kim and Head of Programs & Communications Grace Hayek will schedule a meeting with Trustee Schencker in August.

### d. Plan Commission

Director Kim reported that the library's proposals for masonry and awnings for the Outdoor Locker System will be presented to the Village Plan Commission at its July 28 meeting. Circulation Services Head Danny Burdett will attend the meeting.

- e. Planning  
A revised strategic plan will go to Trustee Touhy in early August. Director Kim added that while the plan's four goals remain strong and valid, there is an intention to fold the fourth, Technology, into the other three, given how essential technology has become to all functions of the library.  
  
Trustee Parfitt asked if community input had been sought for the existing plan. Director Kim affirmed that this had occurred through a community survey, a meeting with key stakeholders, and staff meetings with a consultant.
- f. Policy & Bylaws  
There was no report.
- g. Sustainability Task Force  
President Lin updated the Board on the Sustainability Task Force. A no-idling campaign will be launched in District 35 when the school year starts. The Village is debating an ordinance to require homeowners and landscaping companies to use electric leaf blowers instead of gas-powered. A future winter event with electric vehicles is possible, sharing sponsorship with the Friends of the Green Bay Trail.
- h. Technology  
Trustee Tung and Collection Services Manager B. Halcli provided Technology Committee updates on the installation of new servers and switches. This will improve ethernet capability and overall security. Trustee Tung said that one benefit of the installations is relevant hands-on experience for Network & Digital Services Librarian Justin Franklin. Sikich will build the switches prior to bringing them to the library for installation.

## 9) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim reported that at its July 14 Governing Board meeting, the RAILS Local Library System Automation Program (LLSAP) fund amount was approved. The library shall receive \$7,310.00 as its portion; \$3,655.00 scheduled for receipt in Fiscal Year 2022.

Members of the CCS Governing Board and staff of member libraries are keeping a close eye on the current situation at the Niles-Maine Public Library District. Its current library board is experiencing a division on how to provide services to its patrons.

As of the July 10, the transition to biweekly pay periods is complete. The next step will be to adopt an automated time and labor system by late Fall or early Winter 2021. Moving to an automated system will eliminate the use of paper time sheets, and offer better time and attendance tracking.

Adult Services Librarian Peter Lyon has announced his resignation. Peter will be relocating to Nashville, Tennessee by the end of July. Peter joined our staff in February 2020 as a Part-time Librarian. He was promoted to full-time last fall. Circulation Assistant Katie Freeman has been promoted to Circulation Professional effective July 19. Katie's main responsibilities will include supervising Circulation staff, and assisting in training. The promotion is a move to full-time status. Katie joined our staff in November 2020, and has made an immediate positive impact. Ann Finstad, Head of Children's Services has hired two seasonal Shelves. Alex Towers is a former

volunteer and seasonal Aide, and Blair Weiss is a New Trier student. Both will work through the summer managing responsibilities left by Jeff D'Anastasio after he was promoted to Administrative Associate in May.

Director Kim thanked Circulation Services Head Danny Burdett for organizing a retirement party for Ann Perks on July 16.

Grace Hayek, Head of Programs and Communications, presented the library's late summer and early fall programming slate to the Rotary Club on July 6.

The Glencoe Chamber of Commerce has merged with the Winnetka-Northfield Chamber of Commerce effective July 1. This was prompted by Chamber Director Sally Sprowl's retirement announcement last year.

Children's storytimes are back to being in-person, and are being held in Wyman Green. Children's Services Head Ann Finstad reports that attendance ranges between 35-40 participants.

#### **10) NEW BUSINESS (ACTION)**

- a. Approval of proposals for the Outdoor Locker System's masonry and awning work

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Pope **TO APPROVE THE PROPOSALS FOR THE OUTDOOR LOCKER SYSTEM'S MASONRY AND AWNING WORK AS PRESENTED.**

The **MOTION PASSED BY MAJORITY** roll call vote

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

- b. Approval of the Network Switch Refresh Project

**A MOTION** was made by Trustee Tung, and seconded by Trustee Parfitt **TO APPROVE THE NETWORK SWITCH REFRESH PROJECT AS PRESENTED**

The **MOTION PASSED UNANIMOUSLY** by voice vote.

Ayes: Lin, Parfitt, Pope, Ronner, Schencker, Tung  
Nay: None

- c. Approval to loan the library's artwork, Americana #3, to the Madron Gallery of Chicago for an upcoming art exhibition.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin **TO APPROVE THE LOAN OF THE LIBRARY'S ARTWORK, AMERICANA #3, TO THE MADRON GALLERY OF CHICAGO FOR AN UPCOMING ART EXHIBITION AS PRESENTED.**

The **MOTION PASSED UNANIMOUSLY** by voice vote.

Ayes: Lin, Parfitt, Pope, Ronner, Schencker, Tung.  
Nays: None.

**11) CLOSED SESSION**

There was no closed session.

**12) ADJOURNMENT**

President Lin adjourned the meeting at 8:25 p.m.

Respectfully submitted by Jeff D'Anastasio