

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, AUGUST 18, 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 6:59 p.m.

2) ROLL CALL

The following Trustees were present: Linda Lin, Roger Parfitt, Michael Pope, Bruce Ronner, and Mabel Tung. Trustee Tuohy dialed into the meeting by phone. Present were library management team members Danny Burdett, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present was library staff member Jeff D’Anastasio.

3) ADDITIONS TO THE AGENDA

Director Kim presented an addition to the agenda: to approve the proposal for additional building cabling. The item will be added to New Business to follow the presentation of the newly-selected phone system option. Additional documents were emailed to the Library Board on August 17.

4) CONSENT AGENDA (ACTION)

- a. Approval of the July 21, 2021 Regular Board Meeting minutes
- b. Approval of the Lost and Found Policy revision

There is one edit to the minutes: Pg. 4 – Top: A better explanatory sentence is “Collection Services Manager Becky Halcli explained that the need to talk through the plexiglass barriers likely contributed to louder than usual noise levels.”

Additional information with the lost and found procedure: Staff attach a note with the date found to items, which are placed in a Lost and Found Area at the Reference Desk. Found money is also dated with a note, and then given to Circulation to keep in a safe.

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

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

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

Nays: None

5) PUBLIC COMMENT

There was no public comment.

6) COMMUNICATIONS:

- a. Patron comments: Trustees noted the large number of compliments for the library's virtual programming.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Friends President Marti Wick was not in attendance. Director Kim shared that the second Friends Mini-Sale was a success, raising approximately \$250 more than the first sale.

8) COMMITTEE REPORTS

- a. Building & Grounds:

Director Kim reported that the Technical Services Department Renovation Project (TSDRP) is currently in the punchlist phase. The contractor has been instructed to finish as soon as possible. The last delay is the delivery and installation of door hardware. Collection Services Manager Becky Halcli and Facilities Supervisor Joe Faust will begin moving some furniture and equipment into the space during the week of August 9.

- b. Finance Committee:

Trustees Tung and Ronner presented an overview of the library's July financial report. No big changes were noted. Due to the TSDRP and other needs, the Building Maintenance fund has \$19,000.00 remaining for the fiscal year, which will likely be spent on further routine costs. The Services and Redevelopment account holds \$26,000.00 for any unplanned expenses. The new public furniture for the Forte Room from Room and Board has been paid for (\$42,000.00). Trustees Pope and Parfitt raised questions about when to expect further Property Tax Revenue from the Village. Trustee Ronner stated that the second installment should be released soon.

- c. Marketing:

Head of Programs & Communications Grace Hayek and Director Kim provided an update on a meeting with Trustee Schencker on August 9. Besides a review of recent activities, Trustee Schencker and Hayek hope to create a library marketing plan. Other discussion topics included: furthering the Board's presence at community events; increasing library advocacy; determining the Marketing Committee's role in strategic planning; sharing behind-the-scenes stories of library work as a marketing tool.

- d. Plan Commission:

Director Kim reported that the library's proposals for masonry and awnings for the Outdoor Locker System were accepted by a unanimous vote of the Village Plan Commission at its July 28 meeting. Circulation Services Head Danny Burdett presented the proposal and answered questions. Trustee Pope addressed the Commission's concern about the southeast corner of the Library, informing them that the Board is aware but will not have a resolution until the first quarter of 2022 at the earliest.

- e. Planning:

Director Kim reported that the management team examined a revised version of the Strategic Plan, with two goals: simplify the plan to maximize its flexibility, and include what was learned from the pandemic. Currently, the Strategic Plan is set to expire at the end of this year, having its initial 2018—2021 timespan paused by the pandemic in 2020. Trustee

Tung's July 21 suggestion that the Board also have a chance to consider a revised version received strong agreement from all Trustees present, and Director Kim will schedule a Committee of the Whole meeting, likely in September. Trustees can answer Yes or No to the primary question of "Do we refresh the Strategic Plan?" and then share their input.

f. Policy & Bylaws:

Director Kim shared that three policies are scheduled for staff and committee review, and any revisions presented at the September 14 Regular Board Meeting: Library Board Bylaws; Public Comment Policy; Public Meeting Recording Policy. Any revisions will be submitted to Trustee Parfitt during the week of August 30.

g. Sustainability Task Force:

President Lin updated the Board on the Sustainability Task Force's launch of a Simple Recycling program and participation in the Friends of the Green Bay Trail's Green Bay Trail Day. STF is leading fall library programs on community solar and biodiversity.

h. Technology:

Trustee Tung provided an update on the new server project. All critical data has been transferred to the new server. Once this is completed, dates for the switch project will be determined, likely for evening and weekend times to minimize disruptions to library services.

9) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim provided the following updates:

The Accounting Services Request for Proposal (RFP) went live on August 9. He will be ready to present a firm recommendation at the September 14 Regular Board Meeting.

A Capital Needs Assessment Draft Request for Quote (RFQ) will be emailed to board officers by August 27 for review. The target public bid notice is September 6, and for the report to be completed and presented to the Board by the December 15 Regular Board Meeting.

Facilities Associate Tony Robinson resigned last month. His last day was July 30. Facilities Supervisor Joe Faust hired Juan Rodriguez to fill the vacancy. Juan started on August 9 and is full-time. He will primarily work during evenings. Adult Services Librarian Shira Cohen was promoted to full-time effective August 23. Her promotion fills the vacancy left by Peter Lyon. Adult Services Librarian Jake Rogers and Head of Children's Services Ann Finstad have been selected to the CCS User Experience Advisory Group.

Director Kim will be participating in the Community Relation Forum's second town hall meeting on September 9 at The Writers Theatre.

The September Regular Board Meeting will be held on the 14th as Yom Kippur begins the evening of the 15th.

Thank you to President Lin for the suggestion, and to Head of Children's Services Ann Finstad for the work to revise the monthly statistics to show pre vs. mid-pandemic data.

10) NEW BUSINESS (ACTION)

- a. Presentation of the Newly-selected Phone System Option
D. Burdett explained the need to replace the current phone system, which has performance issues due to its old infrastructure. Four vendors bid for the project, and the consensus was to go with B&B Networks and a voice-over-Internet protocol (VoIP) phone system.
- b. Approval of the Proposal for Additional Building Cabling
B. Halcli detailed how prior to using a VoIP phone system more cabling will be necessary primarily throughout the main and upper levels of the library. A proposal from Midwest Interstate Electric for work not to exceed \$15,750.00 was presented to the Board.

A MOTION was made by Trustee Parfitt, and seconded by Trustee Pope **TO APPROVE THE PROPOSAL FOR ADDITIONAL BUILDING CABLING**

The **MOTION PASSED UNANIMOUSLY** by roll call vote:

Ayes: Lin, Parfitt, Pope, Ronner, Tung, Tuohy
Nays: None

- c. Approval of the revision to the Family and Medical Leave Act section of the Personnel Policy
President Lin submitted additional edits to the revision to clarify the policy's actions, and to improve its clearness.

A MOTION was made by Trustee Parfitt, and seconded by Trustee Ronner **TO APPROVE THE REVISION TO THE FAMILY AND MEDICAL LEAVE ACT SECTION OF THE PERSONNEL POLICY AS AMENDED**

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

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

11) CLOSED SESSION:

There was no closed session.

12) ADJOURNMENT:

President Lin adjourned the meeting at 8:12 p.m.

Respectfully submitted by Jeff D'Anastasio