

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 14, 2021 – 7:00 P.M.
HAMMOND ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

APPROVED MINUTES

1) CALL TO ORDER

Vice President Ronner called the meeting to order at 7:06 p.m.

2) ROLL CALL

The following Trustees were present: Roger Parfitt, Bruce Ronner, Beth Schencker, Mabel Tung, and John Tuohy. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present was Marti Wick, President of the Friends of the Glencoe Public Library and library staff member Jeff D’Anastasio.

3) ADDITIONS TO THE AGENDA

Director Kim corrected the Consent Agenda items noting that there are no revisions to the Public Comment and Public Meeting Recording Policies to present for board approval.

4) CONSENT AGENDA (ACTION)

- a. Approval of the August 18, 2021 Regular Board Meeting minutes.
- b. Approval of the Library Board Bylaws revision.

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

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

Ayes: Parfitt, Ronner, Schencker, Tung, Tuohy
Nays: None

5) PUBLIC COMMENT

There was no public comment.

6) COMMUNICATIONS

- a. Patron comments: Trustees noted the large number of compliments and asked about the amount of time library staff spend noting and entering comments. Director Kim indicated that the management team intends to revisit what type of patron comments should be included in the future. Head of Children’s Services Ann Finstad clarified that compiling the comments each month is not time consuming.

President Lin joined the meeting at 7:14 p.m. and assumed leading the meeting.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Friends President Marti Wick provided updates on distribution of funds to various library programs, and the success of the summer mini-sales. The Friends provided a donation of \$3,313.83 to the library on September 1, and re-allocated \$1,000. These funds support the Adult Services Winter Reading Club, Young Adult Winter Reading Club, Big Books, and the Visiting Professor program.

The mini-sales were successful in filling in the gap until the resumption of the regular book sales. Amounts raised for July (\$697), August (\$1,044), and September (\$768) were significant in maintaining the mission of the Friends. The return of the regular sales is tentatively scheduled for late February/early March, two years after the last one was held.

Book donations are anticipated to return in mid-October.

8) COMMITTEE REPORTS

a. Building & Grounds:

Director Kim reported that the Technical Services Department Renovation Project (TSDRP) is complete. Only a few last items remain to be finished. The Technical Services Department has moved into their new space, and as a result the Forte and Hammond Rooms will reopen to the public on September 15.

A new area to address is repair to the chimneys of the two fireplaces (Johnson and Forte Rooms), and the chimney for the water heater. Ventless gas logs will be used this fall and winter, along with minor repairs to the fireboxes. The future total repair cost is estimated to be over \$20,000. The additional recommended work will be presented to the firm selected to perform the upcoming capital needs assessment.

b. Finance Committee:

Trustees Tung and Ronner presented an overview of the library's August financial report. They noted that the most significant factor in the prior Year-To-Date (YTD) and current YTD Actual amounts (a \$900,000 difference) relates to delays in the receipt of property tax revenue. While 66.7% of the YTD to Budget is the normal expectation at this time, the actual YTD amount is currently 52.9%. The Second Installment of the Property Tax Revenue (\$250,000) is expected in October.

The Presentation of the 2021 Draft Levy and Fiscal Year 2022 Draft Operating Budget has been delayed by the Village needing to provide several operating budget items, including medical insurance premiums, and Illinois Municipal Retirement Fund (IMRF) rates. The expectation is that a final levy will be presented for board approval at the October 20 Regular Board Meeting.

c. Marketing

There was no report.

d. Plan Commission:

There was no report.

- e. Planning:
A Committee of the Whole meeting to discuss the extension of the current strategic plan is scheduled for September 27.
- f. Policy & Bylaws:
Director Kim shared that the Collection Development Policy is scheduled for review. Any revision will be presented at the October 20 Regular Board Meeting. Collection Services Manager Becky Halcli will lead the review, and if any changes are proposed they will be submitted to Trustee Parfitt during the week of October 4.
- g. Sustainability Task Force:
President Lin indicated that upcoming library programs will address Community Solar, Leave the Leaves, and Biodiversity.
- h. Technology:
Collection Services Manager Becky Halcli reported that the switches for the new phone system will be installed once Sikich receives all of the purchased hardware. No date has been set, but the installation will be during off hours if possible.

9) REPORT OF THE EXECUTIVE DIRECTOR

Staff Development Day is September 24. Thanks go to Head of Circulation Services Danny Burdett, and Head of Programs & Communications Grace Hayek for leading the planning committee.

The library's William S. Schwartz painting was picked up by the Madron Gallery on September 3, and will be displayed at the gallery's upcoming Schwartz exhibit.

With recent staff turnover, management team members Becky Halcli, Ann Finstad, and Liz McClain have created a plan to address Young Adult Services and Digital Services. Librarians from Adult Services and Children's Services have been selected to maintain collection development and programming effective this fall.

Director Kim was honored to participate in the Council for Inclusion and Community's recent town hall meeting on September 9.

The Capital Needs Assessment RFQ has been reviewed by the Board Officers with a bid notice going public on September 7. As of this report, there are three firms scheduled for the mandatory building walkthrough. Bids are due by September 27 with a recommendation for board approval scheduled for the October 20 Regular Board Meeting. The assessment report will be presented to the Library Board at the December 15 Regular Board Meeting.

Collection Services Head Becky Halcli and Network & Digital Services Librarian Justin Franklin are leading the building cabling project that began on September 7.

Next Board Meeting Business items include the following:

- Approval of the Fiscal Year 2022 Regular Board Meeting schedule

- Presentation of the 2021 Property Tax Levy request
- Presentation of the Fiscal Year 2022 Policy Review schedule
- Potential revision of the Collection Development Policy
- Bid recommendation for the capital needs assessment

10) NEW BUSINESS (ACTION)

- a. Approval of the proposal from Western Custom Cabinetry for additional furniture in Technical Services

A MOTION was made by Trustee Ronner, and seconded by Trustee Tuohy **TO ACCEPT THE PROPOSAL FROM WESTERN CUSTOM CABINETRY FOR ADDITIONAL FURNITURE IN TECHNICAL SERVICES IN THE AMOUNT OF \$7,887 AS PRESENTED**

The **MOTION PASSED UNANIMOUSLY** by roll call vote of those present:

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

11) CLOSED SESSION

A MOTION was made by Trustee Tuohy and seconded by Trustee Tung **TO ENTER CLOSED SESSION AT 7:53 P.M. TO DISCUSS MATTERS PERTAINING TO 5 ILCS 120/2 (c) (21)**

The **MOTION PASSED BY UNANIMOUS** roll call vote of those present:

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

The Library Board of Trustees left the open session, and entered closed session at 8:00 p.m.

12) CALL TO ORDER

President Lin called the open meeting to order at approximately 8:19 pm.

13) ROLL CALL

The following Trustees were present: Linda Lin, Roger Parfitt, Bruce Ronner, Beth Schencker, Mabel Tung and John Tuohy.

14) NEW BUSINESS

Trustees, by separate unanimous voice votes, upon separate motions made by Secretary Tuohy, and seconded by Trustee Parfitt, took the following actions with regard to approved closed session minutes:

Closed session date	Action taken
November 20, 2013	Make public
November 19, 2014	Make public
April 15, 2015	Keep closed

May 14, 2015	Keep closed
June 18, 2015 (commencing 6:30)	Keep closed
June 18, 2015 (commencing 9:33)	Make public
September 16, 2015	Keep closed
October 21, 2015	Make public
January 20, 2016	Make public
February 2, 2016	Keep closed
February 4, 2016	Keep closed
February 10, 2016	Keep closed
February 20, 2018	Make public
January 15, 2019	Make public
September 18, 2019	Make public
January 15, 2020	Keep closed
July 28, 2020	Make public
September 16, 2020	Keep closed

Trustees, by separate unanimous voice votes, upon separate motions made by Secretary Tuohy, and seconded by Trustee Parfitt, took the following actions with regard to verbatim recordings of approved closed sessions:

Closed session date	Action taken
September 18, 2019	Destroy
January 15, 2020	Destroy
September 16, 2020	Keep closed
December 16, 2020	Keep closed

15) ADJOURNMENT

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Parfitt, **TO ADJOURN THE MEETING AT APPROXIMATELY 8:25 P.M.**

The **MOTION** passed unanimously by voice call vote of those present.

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

Nays: None

Respectfully submitted by Trustee John Tuohy and Jeff D'Anastasio