

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, OCTOBER 20, 2021 – 7:00 P.M.  
HAMMOND 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, Michael Pope, Bruce Ronner, and John Tuohy. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Liz McClain, 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.

The following Trustees were absent: Roger Parfitt, Beth Schencker, and Mabel Tung.

**3) ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**4) CONSENT AGENDA (ACTION)**

- a. Approval of the September 14, 2021 Regular Board Meeting minutes
- b. Approval of the September 27, 2021 Committee of the Whole meeting minutes
- c. Approval of the Fiscal Year 2022 Regular Board Meeting schedule
- d. Approval of the Collection Development Policy revision

There was a brief discussion among the Trustees about the revised Collection Development Policy’s updated demographics for Glencoe residents, in relation to anticipating use of library services by different age groups—and the role of statistics regarding patron usage as a measure of how well the library is doing in serving the population’s needs.

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

The **MOTION PASSED BY UNANIMOUS** voice vote of those present.

Ayes: Lin, Pope, Ronner, Tuohy

Nays: None

Absent: Parfitt, Schencker, Tung

**5) PUBLIC COMMENT**

There was no public comment.

**6) COMMUNICATIONS**

There were no comments regarding Communications.

## 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Friends President Marti Wick reported that the October mini-sale was held in beautiful weather, with \$574.00 made from the sale. The total amount raised from the mini-sales this year was \$3,083.00. The next Friends sale will be held in the Forte Room on November 13 and will feature audiovisual materials, such as CDs and DVDs. The Friends are readying over 2,000 CDs and DVDs.

Ms. Wick shared that longtime Friends Board member Bea Berlin passed on October 19. The Friends have prepared a donation to the library in her honor.

Appeal donations have been steady. Acceptance of book donations will resume December 1.

## 8) COMMITTEE REPORTS

a. Building & Grounds:  
There was no report.

b. Finance Committee:  
Trustee Ronner shared a summary of the library's September financial report. He noted the significance of receiving more Property Tax Revenue (over \$593,00.00) compared to the prior month. At the 75% Year To Date (YTD) mark most expenditures are in line with expected amounts for this year. Anticipated higher amounts for building improvements (the Technical Services Department Renovation Project), and network switch replacement match expectations. It was noted that unrestricted gift donations have been higher so far this year. Finally, Trustee Ronner verified that the library maintains a Reserve fund.

c. Marketing:  
There was no report.

d. Plan Commission:  
There was no report.

e. Planning:  
Director Kim updated the Trustees on the progress of a draft annual performance plan, which will be presented at the November 17 Regular Board meeting (RBM). In addition, a strategic plan revision closely resembling what was discussed at the September 27 Committee of the Whole meeting (COTW) will also be shared at the November 17 RBM.

The goal will be to present a Fiscal Year 2022 performance plan and a strategic plan extension at the December 15 RBM.

f. Policy & Bylaws:  
Director Kim provided a policy review schedule for 2022. 16 policies are scheduled to be reviewed next year.

- g. Sustainability Task Force (STF):  
President Lin reported that upcoming library programs will feature a climate scientist webinar (January) and topics on electric vehicles and solar panels (February).
- h. Technology:  
Collection Services Manager Becky Halcli updated the Trustees on the successful installation of new network switches on October 8 and 11. There were no reported disruptions to library services. Hardware-wise, the management team feels prepared for the new IP phone installation, which is tentatively scheduled for early November.

The 3D printer relocated to the Children's Department has attracted patron attention and design submissions.

## 9) REPORT OF THE EXECUTIVE DIRECTOR

Report of Executive Director Kim since September 14, 2021:

The staff welcomed new Children's Shelver Peggy Klein on September 20, and new Adult Services Librarian Orton Ortwein on October 19.

Longtime Circulation Services Shelver Susan Hurley has announced her retirement after 38 years of Library service. Her last day will be December 3.

And Children's Services Librarian Jessie Bond has resigned to accept a full-time position at the Morton Grove Library. Her last day will be November 4.

Thank you to the Trustees who attended the September 24 Staff Development Day. Early feedback from staff has been very positive.

Business items for the November 17 RBM include:

- Potential recommendation for new accounting service
- Presentation of the Fiscal Year 2022 operating budget
- Review of the Schedule of Fees, Fines, and Loan Periods

## 10) NEW BUSINESS (ACTION)

- a. Presentation of the 2021 Property Tax Levy

Director Kim began the presentation with a brief review of the timeline.

This year's levy is \$2,618,503 which reflects a 1.4% increase from the prior year's levy. The Village's Finance Director then calculates any additional revenue in the form of "new growth." Ms. Larson expects an additional \$17,258 in revenues to the library. The maximum in property taxes the library can request is \$2,635,761.

There is one correction on page 44 in the chart of levies and extensions. For FY19, the levy amount was \$2,358,984. The extension was \$2,371,820.

Director Kim then proceeded to summarize how other revenue projections were made and their subsequent budgeting.

The operating budget is geared to continue funding downloadable content at a higher level than the current year. Funding for downloadable content will increase from \$78,000 to

\$98,500 by reallocating \$11,650 from various Library services accounts, plus \$8,850 in new funds.

The operating budget was also designed to fund Operations & Maintenance more effectively. Overall, library services will increase by 4.5%, a little over \$18,000.

Director Kim then proceeded to summarize other key anticipated expenditures for the next fiscal year.

The Finance Committee also approved allocating \$11,000 to Capital replacement, and a little over \$25,000 to Equipment & furniture.

Starting on page 51 of the board packet, there are department statements outlining changes versus FY21.

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Pope **TO APPROVE THE AMOUNT OF THE 2021 PROPERTY TAX LEVY AS PRESENTED.**

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

Ayes: Lin, Pope, Ronner, Tuohy

Nays: None

Absent: Parfitt, Schencker, Tung

- b. Selection and approval of a proposal for the Capital Needs Assessment (CNA) Request for Quotation (RFQ)

There were six responses to the CNA RFQ, all from qualified and experienced firms.

- Building Technology Consultants
- Cordogan, Clark & Associates
- Engberg Anderson Architects
- Frederick Quinn Corporation
- Hammel, Green, and Abrahamson
- StudioGC

The proposals and firm profiles were reviewed by Director Kim, Facilities Supervisor Joe Faust, Trustee Ronner acting as the Building & Grounds Committee, and President Lin.

The review process also consisted of interviewing two references that were selected based on our library's relationship with the client reference, and the most recent project. Director Kim also used a basic review matrix as part of the review process.

President Lin and Trustee Ronner recommend that the Library Board accept the proposal submitted by Engberg Anderson in the amount of \$15,500.

A **MOTION** was made by Trustee Pope, and seconded by Trustee Tuohy **TO ACCEPT THE CAPITAL NEEDS ASSESSMENT PROPOSAL FROM ENGBERG ANDERSON ARCHITECTS IN THE AMOUNT OF \$15,500 AS PRESENTED**

Ayes: Lin, Pope, Ronner, Tuohy

Nays: None

Absent: Parfitt, Schencker, Tung

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

**11) CLOSED SESSION:**

There was no closed session.

**12) ADJOURNMENT:** President Lin adjourned the meeting at 8:04 p.m.

Respectfully submitted by Jeff D'Anastasio