

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, NOVEMBER 17, 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 6:58 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 management team members Danny Burdett, 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**

There were no additions to the agenda.

**4) CONSENT AGENDA (ACTION)**

- a. Approval of the October 20, 2021 Regular Board Meeting minutes.
- b. Approval of the Schedule of Fines, Fees, and Loan Periods revision.

There was a sentence change made to the October 20 meeting minutes. At the bottom of page 5 under New Business item a., the sentence beginning with, “This year, Cook County’s Department of Revenue...” should be revised to, “This year’s levy is \$2,618,503 which reflects a 1.4% increase from the prior year’s levy.”

The Trustees asked questions about photocopying charges and whether other libraries in the consortium have late fees. Circulation Head Danny Burdett confirmed that all of the member libraries are now fine-free for overdue materials. Director Kim also referred Trustees to the addition of “New DVD/Blu-ray video” to the Loan Periods list.

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

The **MOTION PASSED BY UNANIMOUS** 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

There were no comments regarding Communications.

## 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Friends President Marti Wick reported that the November 13 Media Sale attracted a line of fifteen people waiting to enter, and remained busy for the next three hours. The total amount raised from the sale this was \$1,400. While the Friends sold many of the CDs and DVDs featured, President Wick felt that the format of the materials required more work to set up and organize than other sales.

A “soft” re-opening of the materials donation bins is anticipated for December 1, to be followed by a formal announcement in the weekly e-newsletter on December 6. Consideration is still being given to a regular indoor sale for late February or early March 2022, depending on COVID numbers and restrictions at that time.

## 8) COMMITTEE REPORTS

### a. Building & Grounds:

Regarding the Capital Needs Assessment, Director Kim reported that the selected firm Engberg Anderson conducted their site walkthrough on November 3, and interviewed Facilities Supervisor Joe Faust. On November 9, Principal Joe Huberty met with some members of the management team to discuss building issues to be addressed. A draft report should be delivered before the end of November, and a presentation of the final report is scheduled for the December 15 board meeting.

### b. Finance Committee:

With information now available for ten of the twelve months of 2021 (83.3% year-to-date), Trustees Tung and Ronner updated the Board that the overall financial status of the Library is positive. A key factor has been receiving the bulk of anticipated Property Tax Revenue in the past two months. 2021 has featured more capital outlay to building repairs and technology upgrades. Looking to 2022, a tight labor market, an increase in the cost-of-living-adjustment rate, and subsequent inflation are factors the Finance Committee will continue to observe as to any effects on the Library budget.

### c. Marketing

There was no report.

### d. Plan Commission:

There was no report.

### e. Planning:

Director Kim referred to a summary memo that detailed Board and staff work on the strategic plan extension and performance plan draft presentation. As was discussed at the September 27 Committee Of The Whole (COTW) meeting, the management team proposed a slimmed-down revision of the current strategic plan that eliminated Goal 4: Technology, and moved some of its strategies into the remaining three goals. The performance plan draft now consists of 52 action items within 14 strategies. Director Kim welcomed the Board’s feedback ahead of a final draft to be presented at the December 15

RBM. He asked that Trustees address whether the draft met their expectations for extension, if there was anything to add to the plan, and if there was anything to remove from the plan.

Trustees Tung and Lin urged simplicity in presenting the action items. Consideration was given to featuring specific strategies at future board meetings to, as Trustee Tuohy proposed, “go deep rather than broad” on understanding the priorities of the strategic plan. Trustee Schencker felt that the aim of Goal 1, Strategy 1.4 to consult District 35 (among others) about a permanent storywalk infrastructure was particularly important.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force:

There was no report.

h. Technology:

Trustee Tung reported that the Voice over Internet Protocol (VoIP) phone installation on November 1 was a success. Staff were trained that day and have quickly adapted to the new system. The old phones were removed and recycled. Finally, the 3D printer relocated to the Children’s Department continues to attract patron attention and had fifteen design submissions in October.

## 9) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim, Collection Services Manager Becky Halcli, and Head of Programs & Communications Grace Hayek met with members of the Friends Library Board on November 4 to discuss plans to resume in-person book sales.

Adult Services Librarian Natalie Brottman was promoted to a new position as Programs & Communications Coordinator, and will assist Grace with program planning and promotion. Natalie officially starts on November 29, but will also work shifts at the Reference and Reader’s Advisory desks while Adult Services Head Liz McClain hires a new Adult Services Librarian.

Becky Halcli and Network & Digital Services Librarian Justin Franklin will add power banks for charging electronics batteries to the Library’s in-building use collection. Patrons can check out the banks for up to four hours.

Grace Hayek has coordinated the return of Ann Perks’ Mystery Book Group (virtual on December 7 and 10), and Historical Fact & Fiction Book Group (virtual on January 11 and 14).

There are corrections to the Glencoe Public Library Statistical Report – October 2021:

At the top of page 35,

- Total circulation of e-content and digital materials is 3,119, not 1,497.
- The split is 82% physical, 18% digital, not 90% physical, 10% digital.
- The total combined circulation for October 2021 is 16,893, not 15,271.

- With a YOY change of 8%, not -2%.

President Linda asked Becky Halcli to share some of her key takeaways from the Illinois Library Association program “Walk the Line: How Trustees Can Best Lead Their Libraries without Overstepping Their Authority.” A summary of the October 12-14 conference by Becky Halcli was included in the Director’s report.

The fireplaces in the Johnson and Forte Rooms were repaired on October 27. Both are fully operational and all Librarians-in-Charge have been trained in their use.

The December 15 Regular Board Meeting business items include approval of the strategic plan extension and Fiscal Year 2022 performance plan; approval of the Illinois State Library Per Capita Grant application and expenditures report; a presentation of the Capital Needs Assessment; and a Closed Session to discuss the Executive Director’s annual review.

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

- a. Presentation of the Fiscal Year 2022 (FY22) Operating Budget  
There are no adjustments since the Board approved the levy at the October 20 meeting. A brief discussion ensued on a handout that showed the ratio of operating budget to Personnel expenditures, and compared the Glencoe Public Library’s rates to neighboring libraries.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Pope **TO APPROVE THE FISCAL YEAR 2022 OPERATING BUDGET AS PRESENTED.**

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

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

- b. Approval of the service quotes for repairs of the public and staff entrance doors  
Three service quotes were presented from Anderson Lock, the library’s main vendor for entry work. Issues with both doors have been ongoing. The front door is the original and has aged to the point where it pulls off its hinges. The staff entrance door needs a new closer. Anderson Lock recommends that both doors be replaced in the long-term. Director Kim and Facilities Supervisor Joe Faust believe that repairs will address the immediate concerns and replacement should be part of a larger future capital improvement.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Tung **TO APPROVE THE SERVICE QUOTES FOR REPAIRS OF THE PUBLIC AND STAFF ENTRANCE DOORS.**

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

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

**11) CLOSED SESSION:**

There was no closed session.

**12) ADJOURNMENT:** President Lin adjourned the meeting at 8:07 p.m.

Respectfully submitted by Jeff D'Anastasio