

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, DECEMBER 15, 2021 – 7:00 P.M.
HAMMOND ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

UNAPPROVED MINUTES

1) CALL TO ORDER

President Lin called the meeting to order at 7:03 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, 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. Attending on Zoom for part of the meeting was Joe Huberty of Engberg Anderson and Joe Faust, Facilities Supervisor.

3) ADDITIONS TO THE AGENDA

An agenda adjustment moved the report from the Representative of the Friends of the Library to after Public Comment.

4) CONSENT AGENDA (ACTION)

- a. Approval of the November 17, 2021 Regular Board Meeting minutes.

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

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) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Friends President Marti Wick reported that the group held its first in-person meeting in two years. And the Owl Camera recently acquired by the library enabled remote attendance for those who could not be there in person.

The Children’s Department received \$375 to support an expanded Book Buddies program. Programs and Communications received \$600 for the Big Books program.

The December 6 re-opening of the materials donation bins has resulted in a steady flow of books and media for potential sale. Consideration is still being given to a regular indoor sale for the weekend of March 4, 2022, depending on COVID restrictions at that time.

The ongoing appeal for funds has had a great response, and is even a little ahead of last year's record setting amount at this point.

7) PRESENTATION OF THE CAPITAL NEEDS ASSESSMENT REPORT FROM ENGBERG ANDERSON:

Joe Huberty of Engberg Anderson attended the meeting via Zoom to provide an overview of the Capital Needs Assessment report and a brief summary of the composite work book. J. Huberty and his team conducted the first building walkthrough on November 3. The walkthrough was followed up with meetings with available management team on November 9. On December 3, J. Huberty met with the management team, Facilities Supervisor Joe Faust, President Lin and Trustee Ronner to discuss the first draft of the assessment. Engberg Anderson delivered the final draft December 5, and the completed report on December 10.

During the meeting, Huberty walked the Trustees through an interactive spreadsheet that provides four priority levels (1: Life Safety/Building Code; 2: Building Enclosure; 3: Building System functionality; 4: Obsolescence) for maintenance and repairs. The spreadsheet allows the user to filter projects not only by priority, but by date and cost projection. Trustees asked for clarifications on the possible ways to use and interpret the spreadsheet. Director Kim pointed out that the specificity of the projects and level of detail regarding timelines and anticipated costs is the type of tool the Board has requested not only for the Capital Needs Assessment but also for the broader long-range planning. Director Kim referred Trustees to a mock "Project Priority and Scheduling Chart" he passed out to demonstrate how the information contained in the report and spreadsheet can be utilized.

The Trustees posed several questions to J. Huberty about parts of the building identified as in need of repair or replacement. Specific areas discussed include the main entry doors and vestibule, the location of main floor service desks, and the east staircase to the lower level. Improving the building's electrical system was another point of discussion. Trustee Ronner noted the high up-front proposed cost of \$766,846 in the first year (2022).

When the Zoom presentation by J. Huberty ended, the Trustees continued their discussion and made a distinction between using the report as either a road map to do as much of the work as possible next year, or as a guide to parcel out projects at a pace set by the Board over time. All of the Trustees declared their intent to become familiar with the interactive spreadsheet.

8) COMMUNICATIONS:

There were no comments regarding Communications.

9) COMMITTEE REPORTS

- a. Building & Grounds:
There was no report.

- b. Finance Committee:
Trustee Tung and Trustee Ronner provided an overall positive assessment of the library's finances as 2021 nears to a close. Similar to the past 5-6 years, the Library's cash fund is anticipated to be around \$2.1 million. The net operating charges typically match the net income. 2021 was a heavier year of expenditures for remodeling, furniture, building maintenance, and technology replacements. About \$75,000 in property tax revenue from the Village is still expected.
- c. Marketing
There was no report.
- d. Plan Commission:
There was no report.
- e. Planning:
There was no report.
- f. Policy & Bylaws:
There was no report.
- g. Sustainability Task Force (STF):
President Lin thanked Head of Programs and Communications Grace Hayek for compiling information showing that library programs about sustainability had received 1,600 hits from online users.
- h. Technology:
Trustee Tung reported that 2022 is expected to have ongoing work on maintaining the library's technology. Modernizing the library's email setup and possibly upgrading to fiber internet are projects under consideration. Collection Services Manager Becky Halcli provided a handout from Network and Digital Services Librarian Justin Franklin about an electronic security threat known as Log4j.

10) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim acknowledged the ongoing support from the Friends. At its December 2 meeting, the Friends Board approved \$975 in new gift funds, and \$341.75 in reallocation.

President Lin and Trustee Ronner were thanked by Director Kim for attending a progress meeting with Engberg Anderson and the management team on December 3.

The Library's William S. Schwartz painting *Americana #3* was returned from loan to the Madron Gallery. Per the Board's request, the gallery provided a formal letter valuing the painting at \$45,000.

Shelver Susan Hurley retired on December 3. Susan worked at the library for nearly 39 years. Thank you to Circulation Services Head Danny Burdett for planning her farewell party.

The staff holiday party was held December 10.

Director Kim volunteered at District 35's vaccination events on November 23 and December 14.

The Facilities team has readied the building and grounds for winter.

Scheduled business items for the January 19, 2022 Regular Board Meeting include a review of the Reimbursement of Expenses policy, and approval of the dates for the upcoming Friends winter book sale. A Closed Session is also scheduled to review past Closed Session Minutes and verbatim recordings.

11) NEW BUSINESS (ACTION):

- a. Approval of the Illinois Libraries Present intergovernmental agreement
As a response to the pandemic, several local libraries began working on and presenting virtual programming. Last summer, Director Kim participated in preliminary discussions with other library directors to create a formal collaborative to present joint virtual programming. A steering committee, led by Northbrook Library Director Kate Hall created a framework for the collaborative. The collaborative, at least in the first few years, will be led by the Northbrook Library in partnership with the Reaching Across Illinois Library System (RAILS).

As a first step, the Northbrook Library Board of Trustees has asked that library boards from interested libraries approve an intergovernmental agreement (IGA) which outlines the involved parties' responsibilities. Director Kim passed the IGA to the Ritzman legal firm for their review, and it was returned with no legal concerns from them.

The pilot year's cost to the Glencoe Library is \$375. As the Board is aware from reviewing the meeting packet, participating in ILP is a performance plan goal under Strategy 3.2.

A MOTION was made by Trustee Tuohy, and seconded by Trustee Pope **TO APPROVE THE ILLINOIS LIBRARIES PRESENT INTERGOVERNMENTAL AGREEMENT AS PRESENTED.**

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

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

Nays: None

- b. Approval of the Illinois State Library Per Capita Grant application and expenditures report
Each year, the ISL offers grant funding to public libraries. To be eligible for the grant, a public library must first complete the Illinois Public Library Annual Report (IPLAR), and steps in the annual certification process.

The Board reviewed and approved last year's application and expenditures report on Feb 17, 2021. The grant award was \$12,866.43.

Like last year, ISL has made reviewing Serving Our Public (SOP) 4.0 in its entirety a prerequisite. SOP 4.0 acts as a basic guide for libraries to assure they have the basic elements necessary to responsibly serve the community.

A MOTION was made by Trustee Ronner, and seconded by Trustee Tuohy **TO APPROVE THE ILLINOIS STATE LIBRARY PER CAPITA GRANT APPLICATION AND EXPENDITURES REPORT AS PRESENTED.**

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

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

Nays: None

- c. Approval of the Strategic Plan extension and subsequent presentation of the Fiscal Year 2022 Performance Plan

A MOTION was made by Trustee Pope, and seconded by Trustee Tung **TO APPROVE THE STRATEGIC PLAN EXTENSION AND SUBSEQUENT PRESENTATION OF THE FISCAL YEAR 2022 PERFORMANCE PLAN AS PRESENTED.**

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

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

Nays: None

12) CLOSED SESSION:

A MOTION was made by Trustee Tuohy, and seconded by Trustee Parfitt **TO ENTER CLOSED SESSION AT 8:32 P.M. TO DISCUSS MATTERS PERTAINING TO 5 ILCS 120/2 (c) 1 THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES.**

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

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

Nays: None

The Trustees left the Regular Board Meeting at 8:32 p.m.

13) CALL TO ORDER:

President Lin called the open meeting to order at approximately 8:56 p.m.

14) ROLL CALL:

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

15) ADJOURNMENT:

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Schencker **TO ADJOURN THE MEETING AT 8:58 P.M.**

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

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

Nays: None

Respectfully submitted by Jeff D'Anastasio and John Tuohy