

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JANUARY 19, 2022 – 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 7:02 p.m.

2) ROLL CALL

The following Trustees were present: Linda Lin, Roger Parfitt, Michael Pope, Bruce Ronner, 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 library staff member Jeff D’Anastasio.

The following Trustees were absent: Beth Schencker

3) ADDITIONS TO THE AGENDA

There were no additions to the agenda.

4) CONSENT AGENDA (ACTION)

- a. Approval of the December 15, 2021 Regular Board Meeting minutes.

Trustee Ronner pointed out a typo in the minutes at the top of page 5 in “b. Finance Committee” and to correct “net operating charges” to “net operating changes.”

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

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

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

Nays: None

5) PUBLIC COMMENT

There was no public comment.

6) COMMUNICATIONS

Trustees asked about comments on the scanner not working. Adult Services Head Liz McClain assured the Board the scanner is operating.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

Director Kim mentioned that the proposed March 4-7 sale has been postponed to May or June.

8) COMMITTEE REPORTS

- a. Building & Grounds:
There was no report.
- b. Finance Committee:
Trustee Tung and Trustee Ronner provided an overview of the December 2021 year-end financials. Overall, their report was positive: the General Fund ends the year at nearly \$2.1 million. Over \$60,000 in property tax receivables are still expected for 2021. Total expenditures were at 93% of the 100% Year to Date (YTD) to Budget. The Current Year YTD Actual amount of \$176,564.37 is considered healthy. Also noted was a \$237,130.71 transfer to the Construction Fund, representative of the higher number of the past year's projects. Trustee Tung pointed out \$9,000.00 set aside for Information Technology in December as a cushion in case of unplanned expenses. Finally, Trustee Ronner commented on the increased expense of three payrolls for the month of December due to the bi-weekly pay schedule.
- c. Marketing
There was no report.
- d. Plan Commission:
There was no report.
- e. Planning:
Acting on Trustee Tuohy's suggestion of providing in-depth looks at specific projects, Director Kim has scheduled quarterly reports for March 16, June 15, September 21, and December 21.
- f. Policy & Bylaws:
The Reimbursement of Expenses Policy was reviewed by the management team and Trustee Parfitt with no revisions recommended.
- g. Sustainability Task Force:
President Lin presented a list of initiatives, including new signage, a targeted survey of Glencoe residents, Donate and Recycle Day on May 14, and the installation of an electric vehicle charging station in the Village later this year.
- h. Technology:
Trustee Tung provided an overview of specific projects such as a portal for Board members' use, and network documentation. In general, Network and Digital Services Librarian Justin Franklin has been monitoring the upgraded webmail platform and ordering replacement hardware for digital displays. Trustee Pope queried as to whether the Library faces hacking attempts. Collection Services Manager Becky Halcli replied that there have been no issues, but monitoring network security is an ongoing effort with Sikich.

9) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim updated the Board on a number of topics:

The Finance Committee and President Lin have agreed to reengage with ATA Group to provide accounting services.

Preliminary fieldwork for this year's audit has been scheduled for January 26. A representative from Lauterbach and Amen will be onsite.

Welcome to two new staff members, Andrea Tucci in Adult Services, and Adam Brotzman in Circulation.

Adult Services Librarian Orty Ortwein announced his resignation effective January 30. Orty has accepted a full-time position with the Waukegan Public Library.

Director Kim congratulated Head of Programs and Communications Grace Hayek regarding the success of the January 12 *Climate Change and the North Shore* program. He included survey responses from the 277 attendees. The presentation is available on the library's youtube channel and already has received over 200 views.

Facilities Supervisor Joe Faust will issue a Request For Proposal for a landscaping and grounds maintenance service on February 1.

In regards to the monthly statistics provided in Director Kim's report, Trustee Tuohy asked about the 21% decline in total registered borrowers from December 2020 to December 2021. Head of Circulation Services Danny Burdett explained that in the past year the Cooperative Computer Services (CCS) Consortium changed the definition of active cardholders to reflect when the card was last used.

Trustee Parfitt noted that Interlibrary Loans (ILLs) received had declined 54% compared to a year ago. Finally, Trustee Ronner questioned why programming for teens had no events for December. Grace Hayek and Head of Adult Services Liz McClain acknowledged that programming for teens has become a grey area, and McClain referenced the planned Study Break Lounge being dropped in light of New Trier High School cancelling final exams.

10) NEW BUSINESS (ACTION):

- a. Consideration to approve a revision of the Emergency Family and Medical Leave Expansion Act (EFLMA) & Emergency Paid Sick Leave Policy

Director Kim is recommending that the Library Board reinstitute this policy as another gesture to support our staff.

All staff members employed for at least 30 days would be eligible for EFMLA and emergency paid sick leave for COVID-specific situations. The policy would offer up to 12 weeks of emergency family and medical leave. The first two weeks would go unpaid, and in weeks three through 12, if necessary, the library would offer 2/3 of an employee's regular schedule of pay subject to earnings caps explained in the policy.

The emergency paid sick leave would provide up to 80 hours to be used in the first two weeks at one's regular rate of pay, also subject to earnings caps.

The policy would expire on June 30, 2022, subject to review and extension by the Board at the June 15 Regular Board Meeting.

This policy was reviewed by Trustee Parfitt and President Lin, and comes with the committee's recommendation for approval.

A MOTION was made by Trustee Pope, and seconded by Trustee Tung **TO APPROVE THE EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION AT (EFLA) AND EMERGENCY PAID SICK LEAVE POLICY AS PRESENTED**

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

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

Nays: None

b. Consideration to approve the COVID-19 Vaccination Policy

The COVID-19 Vaccination Policy requires that all library employees provide proof of vaccination, or request and receive an approved accommodation for disability/medical or religious belief exemptions, and then provide weekly negative COVID test results to continue receiving scheduled work hours.

If approved, this policy would be effective February 24, 2022 and expire July 24, 2022 to be aligned with the Occupational Safety and Health Administration's (OSHA) Emergency Temporary Standard that requires employers with 100+ employees to adopt a vaccination policy.

One change to the policy: on page 28, section Effective Date, second paragraph: It needs to clarify that if an employee does not provide proof of vaccination, then they must request and receive accommodation, and then provide proof of a negative COVID test weekly.

The revised sentence reads, "After that date (Feb 24, 2022), if a staff member has not provided documentation of vaccination, they must first submit a request for accommodation as outlined below. If the accommodation is approved by the Executive Director, the staff member must provide the Executive Director proof of a negative COVID-19 test weekly."

After the proposed policy was announced there was a question as to the Centers for Disease Control's (CDC) definition of "full vaccination" as including booster shots. The CDC website still states that full vaccination is two weeks after the second Moderna or Pfizer dose, and two weeks after the Johnson & Johnson dose. It was decided to omit

specific definitions of full vaccination status and return-to-work guidelines from the policy as they are both subject to change as the CDC may alter them as the pandemic continues.

In response to a question from President Lin, Director Kim confirmed that the library would help any exempt employees access COVID testing kits.

A MOTION was made by Trustee Pope, and seconded by Trustee Parfitt **TO APPROVE THE COVID-19 VACCINATION POLICY AS PRESENTED**

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

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

11) CLOSED SESSION:

There was no closed session.

12) ADJOURNMENT:

President Lin adjourned the meeting at 7:49 p.m.

Respectfully submitted by Jeff D'Anastasio