

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, FEBRUARY 16, 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.

Prior to roll call,

**A MOTION** was made by Trustee Pope, and seconded by Trustee Tuohy, **TO APPROVE THE PARTICIPATION OF TRUSTEE PARFITT BY SPEAKERPHONE.**

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

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

Nays: None

**2) ROLL CALL**

The following Trustees were present: Linda Lin, Michael Pope, Bruce Ronner, Beth Schencker, Mabel Tung, and John Tuohy. Trustee Roger Parfitt attended on speakerphone. Present were library management team members Danny Burdett, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick 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 January 19, 2022 Regular Board Meeting (RBM) minutes.

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

There were no comments regarding Communications.

## 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

President Wick reported that the proposed March 3 sale was postponed to May or June. Donations of materials to the Friends have continued to come in slowly, but may need to be cut off if a sale date is confirmed to avoid a flood of materials at that time. The Friends' appeal has been very successful this year, with \$27,737 received so far (last year's record total was \$27,750). Ms. Wick is confident the campaign will surpass 2021's amount by the end of the Friends' fiscal year in May.

## 8) COMMITTEE REPORTS

### a. Building & Grounds:

Director Kim provided updates on a number of smaller-scale building improvements for the first half of 2022.

Forte Room – Silver Business Center: In early February, the collection was dissolved and materials located to nonfiction collection or Reference desk. The shelving was removed and a plaque acknowledging Ms. Bobette Takiff for the Takiff Art Book Collection will be placed in the bay window area.

Remove the main floor counter and wall cabinets to provide more flex space (anticipated mid-February).

Head of Adult Services Liz McClain and Programs & Communications Coordinator Natalie Brottman will relocate to one another's current offices. The mounted counters and wall cabinets in Liz's current office will be removed as part of the switch.

The Director's Office will be renovated to accommodate two staff members (Director and Administrative Associate). A Request For Proposal (RFP) was issued on February 7 with a February 21 bid deadline. If the lowest responsible bid exceeds \$5,000, then it will be presented for Board approval at the March 16 Regular Board Meeting (RBM).

Finally, the walls on the main floor will be repainted in areas in need of a touchup (mid-May), and carpet deep cleaning will be scheduled for Memorial Day weekend (May 28-30).

### b. Finance Committee:

Trustee Tung and Trustee Ronner shared a straightforward January 2022 financial report. The general fund ended January at \$1.8 million. The anticipated receipt of property tax revenues of \$2.635 million in the Current Year Total Budget was highlighted, with nearly \$12,000 received so far in 2022. Finally, a payment of \$30,000 for property and casualty insurance was noted. Historically, this amount has been amortized over twelve months. Since the full month is being expensed in January, the Year-to-Date (YTD) will remain at 101.2% for 2022.

### c. Marketing

There was no report.

### d. Plan Commission:

There was no report.

- e. Planning:  
There was no report.
- f. Policy & Bylaws:  
The Salary Administration Policy was reviewed as scheduled in February. Trustee Parfitt agreed that no changes were recommended for the policy, and it will remain as is until the next scheduled review in 2025.
- g. Sustainability Task Force (STF):  
President Lin described two initiatives. First, a targeted survey of Glencoe residents regarding sustainability practices and attitudes is underway. Motivation to participate will be fueled by a Best of Glencoe Raffle to win prizes donated by local businesses. A potential carless morning or afternoon for Glencoe is also in consideration.
- h. Technology:  
Trustee Tung reported that an April installation of a dedicated fiber internet line will improve the stability of the Library's internet service (which also includes the phone system). Comcast has waived the construction and "last mile" configuration costs. A three-year contract with a monthly recurring cost of \$785 has been signed.

Trustee Tung also updated that the trustee portal for board members' use has the site page and menu structure completed. J. Franklin is now working on adding requested content to the pages.

## **9) REPORT OF THE EXECUTIVE DIRECTOR**

Director Kim provided a number of updates since the last RBM:

He included the RAILS strategic plan in the Board packet to share the RAILS organizational direction for the next three years.

A mock-up of the trustee web portal is on track to be completed in March.

The Library is helping the Village distribute KN95 masks to Glencoe residents. Masks are free and are limited to two per person.

A wonderful pre-Valentine's Day event occurred in the library on February 4 when a former resident proposed to his girlfriend in the Johnson Room—and she said, "yes."

Programs & Communications Head Grace Hayek reported that the library's YouTube channel has exceeded 10,000 views, which was pushed by a spike in activity from the Dinosaur Flight program from June 2021.

The landscaping service RFP bid deadline was February 15, and four bids were received. The Director's office RFP bid deadline is February 21.

After discussion, the management team recommended that the Library follow the Governor's plan to lift the indoor mask mandate effective February 28. Director Kim shared what the Village is planning, and what some neighboring libraries are planning as well. President Lin asked if there have been patron complaints about the mask requirement to date. Head of Circulation Danny Burdett reported that negative remarks have been minimal.

An updated organizational chart was included for all Trustees, reflecting the promotions of Head of Children's Services Ann Finstad to Children's Services & Public Operations Manager, and Collection Services Manager Becky Halcli to Technical Services & Automation Operations Manager. The new positions are effective February 20.

As of the board meeting, only 5 of 36 employees remained to submit a copy of the COVID-19 vaccination card for the February 24 deadline. Trustee Schencker questioned what the procedure would be for non-compliance. Director Kim referred to the requirements for an exemption and weekly testing.

Trustee Tuohy noted in the circulation statistics that 55% of circulation by audience was for Youth. D. Burdett explained that caregivers often check out piles of picture books and other children's materials, which heightens the numbers for that category. Trustee Tuohy also remarked that he was looking forward to the results in March of the library's survey of inactive library card holders.

Finally, Trustee Ronner noted the lack of use of the 3D Printers, with 3D print requests at 0 for the month of January. In the ensuing discussion, Trustees and present staff agreed that the enthusiasm for 3D printing has decreased.

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

- a. Approval of the 2022 Illinois Public Library Annual Report (IPLAR):

Every Illinois public library has to complete an annual statistical report that is submitted to the Illinois State Library by no later than 60 days after a fiscal year-end. The IPLAR is compiled by the management team, then reviewed and approved by the Board.

The memo beginning on page 39 of the Board packet highlighted some of the key data changes when compared to the stub year. The data is not a true apples-to-apples comparison because of the limits and constraints that the pandemic brought the library in 2020.

Trustees Ronner and Pope commented on the increase of use of electronic services, and wondered if physical formats (i.e. books, CDs, DVDs) are in decline. Director Kim shared his view that streaming, e-books, and physical materials all complement each other in a library collection.

**A MOTION** was made by Trustee Ronner, and seconded by Trustee Tuohy **TO APPROVE THE 2022 IPLAR AS PRESENTED.**

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

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

#### 11) CLOSED SESSION

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Pope **TO ENTER CLOSED SESSION AT 7:45 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 7:45 p.m.

#### 12) CALL TO ORDER

President Lin called the open meeting to order at approximately 7.58 pm.

#### 13) ROLL CALL

The following Trustees were present: Linda Lin, Roger Parfitt, Michael Pope, Bruce Ronner, Beth Schencker, Mabel Tung and John Tuohy. Absent: None.

#### 14) NEW BUSINESS

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

<u>Closed Session Date</u>	<u>Action Taken</u>
9/14/21	Approved
12/15/21	Approved

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

<u>Closed Session Date</u>	<u>Action Taken</u>
4/15/15	Keep closed
5/14/15	Keep closed
6/18/15	Keep closed
9/16/15	Keep closed
2/2/16	Keep closed

2/4/16	Keep closed
2/10/16	Keep closed
1/15/20	Keep closed
9/16/20	Keep closed
12/16/20	Keep closed
9/14/21	Keep closed
12/15/21	Keep closed

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

<u>Closed Session Date</u>	<u>Action Taken</u>
9/16/20	Keep closed
12/16/20	Keep closed
9/14/21	Keep closed
12/15/21	Keep closed
2/16/22	Keep closed

#### 15) ADJOURNMENT

A **MOTION** was made by Trustee Tuohy and seconded by Trustee Pope **TO ADJOURN THE OPEN MEETING AT APPROXIMATELY 8:02 PM.**

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

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

Respectfully submitted by Secretary Tuohy and Jeff D'Anastasio