

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, MARCH 16, 2022 – 7:00 P.M.  
HAMMOND ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**APPROVED MINUTES**

**1) CALL TO ORDER**

Secretary Tuohy called the meeting to order at 7:02 p.m.

**2) ROLL CALL**

The following Trustees were present: Roger Parfitt, Michael Pope, Beth Schencker, Mabel Tung, and John Tuohy. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick and library staff members Justin Franklin and Jeff D'Anastasio.

Absent: Linda Lin, Bruce Ronner

**3) ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**4) CONSENT AGENDA (ACTION)**

- a. Approval of the February 16, 2022 Regular Board Meeting (RBM) minutes.
- b. Approval of the Hammond Room Policy Revision.

Trustees briefly clarified their understanding of the stipulations that "all meetings must be open to the public" and "food is not permitted."

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

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

Ayes: Parfitt, Pope, 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 announced that a book sale will be held the weekend of June 3. The Friends are considering operating the sale as normal, or limiting the number of attendees in the saleroom but

adding an extra day. Donations of materials to the Friends continue at a steady pace, but the bins may need to be closed ahead of preparing for the sale. The Friends' appeal also continues to be successful.

## 8) COMMITTEE REPORTS

- a. Building & Grounds:  
Director Kim provided updates on various smaller-scale building improvements.
- b. Finance Committee:  
Trustee Tung presented a straightforward February 2022 financial report. Of significance was the receipt of \$488,000 in property tax revenue. The general fund is now at \$2.1 million. Typically, 16.7% of property tax revenue is expected by now, but the library has received 19%. Indeed, total expenditures are only at 15.7% compared to the expected 16.7% Year-to-Date (YTD). On a final property tax note, by the end of 2021, 99.5% of expected revenue was received.
- c. Marketing:  
Head of Programs & Communications Grace Hayek ordered two designs for new streetlight banners. Public Works will determine when they are displayed.
- d. Plan Commission:  
Trustee Pope reported on a February 23 meeting addressed a proposed wall sign at 45 Green Bay Road, and a consolidation of lots at 484 and 486 Madison Avenue.
- e. Planning:  
Trustees received the first quarterly update of Performance Plan goals. Discussion ensued about the "Beach Branch" of the library, in terms of where it is held and how. L. McClain described the wagon of materials taken to the beach, and Children's Services & Public Operations Manager Ann Finstad explained the role of the book bike in summer outreach.

Two specific planning updates were presented to Trustees.

### a. Inactive User Survey

A. Finstad presented the results of a three-question survey of inactive cardholders conducted in early February. The survey was emailed to 1,340 recipients and 177 responded. No one reason emerged as to why cardholders are not using the library. While the pandemic, preference for e-materials, or simply purchasing desired content were all reasons some respondents offered, 40% chose "other reasons" as their answer. Of great interest to Trustees was the detail in the context provided for the survey that the top 10% of Glencoe Public Library users checked out 68% of the materials in 2021.

### b. Trustee Web Portal presentation

Network & Digital Services Librarian Justin Franklin shared the new web portal designed for the Trustees. The portal is live as of tonight's meeting. Trustees will be able to establish accounts for the non-public portions of the site. The vast majority of the site's content will be viewable to the public. Trustees had a number of questions about the privacy of Board

and library materials on the site. Director Kim and Justin Franklin assured them their feedback will be welcomed as they become acquainted with the web portal.

- f. Policy & Bylaws:  
There was no report.
- g. Sustainability Task Force (STF):  
Current projects include the community survey, Earth Day planning, and a May 14 Donate and Recycle Day. Investigation of international campaigns to create a ban or limitation of plastics is also underway. The Village of Glencoe code change to allow residents to keep hens was also noted by the Task Force. Finally, the Task Force created a mascot, Ruby the Hummingbird. As part of the mascot launch, the purchase of a hummingbird costume is being considered.
- h. Technology:  
Trustee Tung reported that the dedicated fiber internet line was installed and will be activated soon. The content of the no-longer-functioning glencolibraryhistory.org site will be incorporated into the main library site.

## 9) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim presented the following updates occurring since the last RBM:

The Friends approved all of the staff's gift requests at their February 24 Board Meeting. The library is grateful for the continued support of the Friends.

Audit fieldwork was completed on February 25.

The Illinois lifting of the indoor mask mandate on February 28 went smoothly for the library.

Children's Associate Michelle Litchman was promoted to the Children's Program Coordinator position effective March 6.

Adult Services Librarian Jake Rogers presented a Best Books of 2022 program to the Rotary Club of Glencoe on March 1.

G. Hayek has scheduled two very exciting programs, a March 9 collaboration with two area libraries on Ukraine (350 registrants), and on April 7 a virtual tour of Amsterdam's STRAAT museum of graffiti and street art, with nine other libraries.

The landscaping services RFP yielded four bids. After review, Milieu Landscaping was selected. Head of Facilities and Maintenance Joe Faust will start onboarding them later this month. In April Milieu will begin with a spring clean-up project.

## 10) NEW BUSINESS (ACTION)

- a. Approval of the Director's Office Renovation Project:

There are two goals with this project: remodel to effectively accommodate two staff members, and to repair a water-damaged wall inside the office cloak closet.

The RFP yielded two bids: \$7,250 and \$6,329.80. A review of the bids and calls to references were completed. The bid from Country Living Construction Group in the amount of \$6,329.80 is being presented for approval. Country Living will be ready to begin the project on March 21.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Schencker, **TO ACCEPT THE BID FROM COUNTRY LIVING CONSTRUCTION GROUP IN THE AMOUNT OF \$6,329.80 FOR THE DIRECTOR'S OFFICE RENOVATION PROJECT.**

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

Ayes: Parfitt, Pope, Schencker, Tung, Tuohy

Nays: None

- b. New Children's Department furniture:

The request is to purchase new public space furniture pieces as presented by Ann Finstad. The Children's Department would purchase the new furniture pieces from Library Furniture International. Items include a new board book shelving unit and a 3Branch Discovery Table.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Schencker, **TO APPROVE THE PURCHASE OF NEW FURNITURE FOR THE CHILDREN'S DEPARTMENT IN THE AMOUNT OF \$7,764.86.**

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

Ayes: Parfitt, Pope, Schencker, Tung, Tuohy

Nays: None.

## 11) CLOSED SESSION

There was no closed session.

## 12) ADJOURNMENT:

Secretary Tuohy adjourned the meeting at 8:24 p.m.

Respectfully submitted by Jeff D'Anastasio