

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, APRIL 20, 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 7:03 p.m.

2) ROLL CALL

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

Guests present were Ms. Adrienne Gallagher (Glencoe Caucus Co-Chair) and Dr. Sapna Mukherjee.

3) ADDITIONS TO THE AGENDA

After the announcement from Ms. Gallagher, President Lin will inform the Board about the current and upcoming board vacancies.

Trustee Tuohy requested that an official board acknowledgment of the contributions of Trustee Ronner be planned for some point in the near future.

4) CONSENT AGENDA (ACTION)

- a. Approval of the March 16, 2022 Regular Board Meeting (RBM) minutes.
- b. Approval of the Photography & Videorecording Policy revision.
- c. Approval of the Public Relations Policy revision.
- d. Approval to open the library for extended hours for the Sunday Mini-Golf Special Event.
- e. Approval of the Friends Summer Book Sale dates.

Director Kim clarified that the “General” section of the Photography & Videorecording Policy applies to patrons not being permitted to take pictures or make videos of staff-only areas. And under the “Commercial Photography and Videos” section, the second sentence should read “The Library *may* charge a fee” not “*will* charge a fee” (emphasis added).

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

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

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

Nays: None

5) ANNOUNCEMENT FROM MS. ADRIENNE GALLAGHER, GLENCOE CAUCUS CO-CHAIR

Ms. Gallagher addressed the Board about the vacancy left by Trustee Ronner's passing. Interested candidates are being interviewed to fill the position until the 2023 election. In the lead up to the 2023 Caucus, current and new candidates will be interviewed by the committee. Candidates must be Glencoe residents for at least one year prior to applying. The deadline for consideration is August 15.

6) LIBRARY BOARD UPDATE FROM PRESIDENT LIN

President Lin updated the Board on which Trustees are up for re-election in 2023: herself, Trustee Parfitt, and Trustee Tung. Additionally, the seats for the replacement of Trustees Ronner and Tuohy are on the slate. President Lin indicated her hope that a new board member will be selected for the replacement seat by the May 18 RBM. Finally, she noted that the Board had sent a gift to Trustee Ronner's family. Director Kim added that an acknowledgment of Trustee Ronner will be printed in the next issue of *Excerpts*.

7) PUBLIC COMMENT

There was no public comment.

8) COMMUNICATIONS

There were no comments regarding Communications.

9) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

President Wick announced that details for the June 3-7 Book Sale are being finalized. Donations of materials to the Friends will be closed on May 1, due to the large amount of books and media already gathered in the Friends work room. Donations will re-open on June 8 after the sale. The Friends' appeal for donations continues to be successful.

10) COMMITTEE REPORTS

a. Building & Grounds:

There was no report.

b. Finance Committee:

Trustee Tung reported to Board that the most significant news about March finances was the receipt of \$828,670.31 in Property tax revenue. Just over 50% of expected Property tax revenue (\$1.3 million of \$2.6 million) has already been received at the 25% Year To Date (YTD) of 2022. The Director's Office renovation and Children's Department furniture purchase were the most notable March expenditures. In all, Total Expenditures were 24.5% at the 25% YTD. Trustee Tung concluded her report by remarking on the library's transition from accountant Herbert Meierdirks to the ATA Group firm. Director Kim added that the months of May and June will overlap record keeping and reports in both Incode and QuickBooks Online to help switch fully to the ATA Group by July 1. A recent meeting with the ATA Group project lead gave a brief orientation to QuickBooks Online.

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 referred the Board to graphs featuring the results of a community survey.
- h. Technology:
Trustee Tung reported that the dedicated fiber internet line will be activated in late May, according to the latest estimate from Comcast. The Board portal login invites were sent to current Trustees, and following the discussion at the March RBM, the site's content is entirely non-public until further notice. Trustee Tung urged the Board to give careful consideration to which content should be made public in the future.

11) REPORT OF THE EXECUTIVE DIRECTOR

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

The Cooperative Computer Services (CCS) Resource Sharing Policy was unanimously approved by the Governing Board at an April 13 meeting. As a member of the CCS Bylaws & Policy Committee, Director Kim participated in finalizing the policy, which allows sharing most materials among libraries after 90 days.

Village administrators met virtually with representatives from Polco, a consulting firm that specializes in organizational planning. The immediate goal was to determine if Polco would be the right firm for the Village to partner with for its upcoming comprehensive twenty-year planning project, which the library, District 35, and the Park District will have minor roles in.

He acknowledged the five staff members who celebrated work anniversaries in March. They are Michelle Litchman (3), himself (6), Nick (8), Grace (8), and Danny (23) years.

Director Kim took a moment to honor Trustee Bruce Ronner for all of his work and devotion to the library. He expressed thanks to the staff and Trustees (both current and former) who attended the funeral on March 23, and all those who have reached out to Trustee Ronner's family. Trustee Ronner was also acknowledged at the March 30 All-Staff Meeting.

Trustee Parfitt submitted the article "Publishing Giants Are Fighting Libraries on E-Books" by Adam Berry (*Sludge* March 17, 2002) in the Board packet. The topic of how much libraries are charged for e-materials led to a wide-ranging discussion amongst Trustees and staff, with questions from Trustee Pope and points of view shared by Head of Adult Services Liz McClain and Children's Services and Public Operations Manager Ann Finstad.

12) NEW BUSINESS

There were no new business items.

13) CLOSED SESSION:

There was no closed session.

14) ADJOURNMENT:

President Lin adjourned the meeting at 7:54 p.m.

Respectfully submitted by Jeff D'Anastasio