

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, MAY 18, 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, Beth Schencker, Mabel Tung, and John Tuohy. 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.

Guests present were Tim Gavin, Principal of Lauterbach & Amen, and Glencoe residents Jim Fiffer, David Shapiro and Ken Shapiro.

**3) ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**4) CONSENT AGENDA (ACTION)**

- a. Approval of the April 20, 2022 Committee of the Whole meeting minutes.
- b. Approval of the April 20, 2022 Regular Board Meeting (RBM) minutes.
- c. Approval of the Circulation Services Policy revision.

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

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

Ayes: Lin, 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 said that promotion of the June 3-6 Book Sale was underway. With COVID precautions in mind, attendance was to be limited to a maximum of 30 customers at one time, and if necessary, the number of Friends volunteers in the sale room can be limited.

## 8) COMMITTEE REPORTS

### a. Building & Grounds:

Director Kim shared details about changes to the main drag way, featuring new shelving for the Bestsellers collection that matches the shelving entering the Johnson Room. Another new element is a Too Good To Miss display. And in the Johnson Room, new audiovisual materials have been moved from center cart shelving to the built-in shelving.

The carpet cleaning and main floor painting projects will be postponed until later this year.

President Lin asked how the Too Good To Miss titles are selected. Technical Services & Automation Operations Manager Becky Halcli responded that the staff makes recommendations.

### b. Finance Committee

Trustee Tung updated that the most significant aspect of the April financials was the receipt of 53.7% of Property Tax Revenue at the 33.3% Year-to-Date (YTD) mark. She was also pleased that Total Expenditures were at 31.6% YTD. Overall, most areas of expenditure are at expected levels, although Library Equipment Repairs are at 71.6% of budget (\$1,000.00 spent YTD). Trustee Tung reminded the Board that the financial reports will have a different look with the start of the ATA Group accounting services. Finally, with the anticipated delay in the second installment of Property Tax Revenue from Cook County, she informed the Board that she met with the management team to discuss any potential slowdown of spending that could be postponed to a later date.

Trustee Tuohy expressed that delayed spending should not be expected of staff, pointing out the healthy state of nearly all of the operating funds, and his confidence that even a delay in receiving Property Tax Revenue until December would still allow two months of carryover (60 days) into 2023 for account balances to be rectified.

Trustee Pope and Trustee Schencker asked about which planned projects are flexible. Director Kim cited the carpet cleaning and painting as examples of projects that could be postponed.

### c. Marketing

There was no report.

### d. Plan Commission

There was an account in the board packet of the Commission's April 27 meeting approving the subdividing a three parcel lot into two.

### e. Planning

There was no report.

### f. Policy & Bylaws

There was no report.

### g. Sustainability Task Force (STF)

President Lin referred Trustees to a brief report in the board packet outlining the Task Force's recent initiatives, including the May 14 Donate and Recycle Day and the Village's May 21 Annual Clean-up Day.

h. Technology

Trustee Tung reported that the dedicated fiber internet line installation by Comcast has been postponed to early June. There has been a slight increase in queries about the 3D printer, details of which have been made more prominent on the website.

At 7:31 p.m., the Board agreed to adjust the agenda to move item 13) **RESOLUTION TO HONOR TRUSTEE BRUCE RONNER** to item 11). Eight members of the public arrived throughout this time, including Zena Ronner, Lesley Strauss, Robert Strauss, and Vivian Nitzberg.

**9) APPROVAL OF RESOLUTION NO. 2022-05-18 TO DECLARE A VACANCY, AND APPOINT A NEW LIBRARY TRUSTEE (ACTION)**

Per the Local Library Act, the Library Board may declare a vacancy, and appoint a resident. The board vacancy is left by Trustee Bruce Ronner. After meeting with several candidates, President Lin selected Mr. Jim Fiffer to fill the vacancy until the next election in April 2023.

In April 2023, a candidate shall be elected to complete Mr. Ronner's term, which expires in 2025.

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Pope, **TO APPROVE THE RESOLUTION AS PRESENTED.**

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

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

**10) ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY APPOINTED TRUSTEE**

Director Kim asked Jim Fiffer to stand and recite the Oath of Office with his right hand raised.

After the oath, Trustee Fiffer took a seat with the Trustees.

**11) RESOLUTION TO HONOR TRUSTEE BRUCE RONNER (ACTION)**

Director Kim read the following statement: "It's with a heavy heart that I present this resolution to honor Trustee Bruce Ronner who passed away unexpectedly on March 19. But this resolution also serves as a formal celebration of his time on the Board, and acknowledges all his great work on behalf of our community."

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Pope, **TO APPROVE THE RESOLUTION AS PRESENTED.**

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

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

**12) PRESENTATION OF THE FISCAL YEAR 2021 LIBRARY AUDIT REPORT BY LAUTERBACH & AMEN (ACTION):**

Tim Gavin, Principal of Lauterbach & Amen, presented the library's Fiscal Year 2021 Annual Financial Report. He stated that the audit result of unmodified was the highest designation.

There was a comment in the report concerning the fund over budget for 2021. The General Fund had an excess of actual expenditures over budget of \$130,406. The recommendation of Lauterbach & Amen was to investigate and adopt appropriate future funding measures to avoid an excess. The reply from management accepted the comment and agreed to correct the issue in 2022. Trustee Fiffer questioned whether unanticipated expenses can be corrected. Director Kim stated that he assumes ultimate responsibility for the budget and would apply what he learned from 2021 to future planning.

Ken Shapiro asked Mr. Gavin where the Library's income for 2021 originated. The answer was 96.4% of library revenue was from property tax revenue.

Mr. Gavin also provided an overview of the role of the Illinois Municipal Retirement Fund (IMRF) obligations to the library's finances, assuring the Board that the IMRF is well-funded overall. Trustee Tuohy clarified that the amount the library contributes is determined by the state, and that the contributions are mandatory. Mr. Gavin pointed out that the contribution rate determined by the state is always a year behind; hence, the rate for 2022 may not reflect current inflation.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Schencker, **TO ACCEPT THE FISCAL YEAR 2021 LIBRARY AUDIT REPORT AS PRESENTED.**

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

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

Nays: None

**13) REPORT OF THE EXECUTIVE DIRECTOR**

Director Kim provided updates on a number of items since the previous RBM.

The library is in the trial phase of working with QuickBooks Online (QBO) which will be used for bookkeeping as part of our hiring of the ATA Group. Jeff D'Anastasio is entering invoices and banking information in both in QBO and Incode for the months of May and June. ATA Group is anticipated to fully take over monthly financial statements in July.

Congratulations to Children's Librarian Linda Patchett (6 years) and Shelver Mildred Shepherd (15 years) who both celebrated work anniversaries in April.

The green streamers in the front of the library support Paws for Patrick as they celebrate Mental Health Awareness Month. President Lin suggested that the management team discuss creating official guidelines for community partnerships and awareness months.

The Village Nominating Committee (VNC) will hold their weekly meetings in the Forte Room beginning September 22 through November 17. The meetings are to be held in the evenings from 6:45 to 8:45. The Forte Room will be closed to the public while the meetings are held. Director Kim stated that the library was honored to help the VNC as they interview candidates for the Village, Park District and Library Boards.

Quite a few policies will be addressed at the June RBM, including discussions to determine if the library's COVID-19 Vaccination Policy and Emergency Family and Medical Leave Act (EMFMLA) and Emergency Paid Sick Leave Policy are to be extended.

Trustee Tung requested that Director Kim update the Board on a letter banning a patron from the library for a year. Director Kim referred to eight months of incidents in providing context for the Trustees.

**14) CLOSED SESSION:**

There was no closed session.

**15) ADJOURNMENT:**

President Lin adjourned the meeting at 8:28 p.m.

Respectfully submitted by Jeff D'Anastasio.