

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JUNE 15, 2022 – 7:00 P.M.
HAMMOND ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

APPROVED MINUTES

1) CALL TO ORDER

Trustee Pope called the meeting to order at 7:05 p.m.

Trustee Pope entertained a motion to approve Trustee Tung's participation in the meeting by speakerphone.

A MOTION was made by Trustee Parfitt, and seconded by Trustee Pope **TO APPROVE TRUSTEE TUNG'S PARTICIPATION IN THE MEETING BY SPEAKERPHONE.**

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

Ayes: Fiffer, Parfitt, Pope, Schencker

Nays: None

2) ROLL CALL

The following Trustees were present: Jim Fiffer, Roger Parfitt, Michael Pope, Beth Schencker, and by speakerphone Mabel Tung. Present were library management team members Danny Burdett, Becky Halcli, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick, library staff member Jeff D'Anastasio, and Glencoe Caucus Village Nominating Committee member Joseph Madda. President Linda Lin arrived shortly after Roll Call. Trustee John Tuohy arrived at 7:35 p.m.

3) ADDITIONS TO THE AGENDA

There were no additions to the agenda.

4) CONSENT AGENDA (ACTION)

- a. Approval of the May 18, 2022 Regular Board Meeting (RBM) minutes.
- b. Approval of the Readers Advisory Policy revision.
- c. Approval of the Reference Services Policy revision.

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

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

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

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 June Book Sale, the first in two-and-a-half years, was a success. The Friends made \$7,585 from the sale. President Wick also reported that the 2021-2022 end of Fiscal year (May 31) meeting was held. A record high of \$28,747 was brought in from the year's appeal. The Friends also allocated \$5,254 to various library programs at the end of May.

8) COMMITTEE REPORTS

a. Building & Grounds:

There was no report.

b. Finance Committee:

Trustee Tung updated the Board that the May financials continued to reflect management of expenses and keeping cash on hand. Total assets of the general fund were at nearly \$2.4 million. At the 41.7% Year-to-Date (YTD) to Budget, property tax revenues received were at 53.9%. Overall, Total Expenditures were at 38% compared to the YTD mark.

c. Marketing:

Director Kim shared that there are 24 people participating in the Independence Day Parade (4 Trustees, 5 Friends, and 15 staff members). Marchers will receive an exclusive Glencoe Library t-shirt to wear during the parade. They will also receive Glencoe Library sweatshirts in the fall.

There will be a Marketing Committee meeting on June 23 with Director Kim, Trustee Schencker, and Head of Programs and Communications Grace Hayek.

d. Plan Commission:

There was no report.

e. Planning:

Updates from the management team to performance plan goals from the second quarter of 2022 were included in the board packet.

f. Policy & Bylaws:

Director Kim will meet with Trustee Fiffer on June 21 to begin committee work.

g. Sustainability Task Force (STF):

President Lin summarized the successful results of the Village Recycling Day, and hosted a cross-community discussion on the Park District's greenhouses and horticultural staffing.

h. Technology:

Trustee Tung updated that Comcast plans June 20—June 27 dates for construction, completion and activation of the fiber line.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim updated the Board on a number of items since the previous RBM.

He thanked the Friends for their generous gift of \$5,254 to various library programs.

The management team and Director met with Trustee Fiffer on June 6 to provide trustee orientation.

Children's Services and Public Operations Manager Ann Finstad gave a presentation to the Rotary Club on Glencoe's Little Free Libraries and the book bike on June 7. A report from Children's Librarian Susan Schober on her presentation and attendance at a continuing education event was included in the board packet.

Technical Services and Automation Operations Manager Becky Halcli and Ann Finstad will co-chair this year's Staff Development Day Committee.

The library's front entrance is decorated with ribbons to celebrate Pride Month thanks to Head of Programs & Communications Grace Hayek and Programs & Communications Coordinator Natalie Brottman.

The management team is preparing refresher training for staff on building safety and evacuation procedures. The team will also work on updating the staff Emergency Procedure Manual. President Lin and Trustee Pope asked Director Kim for clarification about certain safety procedures and the role of Public Safety in responding to the library.

10) NEW BUSINESS (ACTION)

a. **APPROVAL OF THE SLATE OF LIBRARY BOARD OFFICERS AND COMMITTEE ROSTERS**

Trustee Parfitt will assume the Vice President position and also chair the Building & Grounds Committee. Trustee Fiffer will chair the Policy & Bylaws Committee. President Lin also encourages a Board member to act as Secretary-in-Waiting to learn Secretary duties from Trustee Tuohy before he steps off the Library Board in May 2023.

A MOTION was made by Trustee Pope, and seconded by Trustee Schencker **TO APPROVE THE SLATE OF LIBRARY BOARD OFFICERS AND COMMITTEE ROSTERS.**

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

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

Nays: None

b. **CONSIDERATION TO EXTEND THE COVID-19 VACCINATION POLICY**

The request was to extend the COVID-19 Vaccination Policy to January 1, 2023. A Board policy review would be held at the December 21, 2022 Regular Board Meeting (RBM). Director Kim remarked that the policy has been well-received by staff.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Pope **TO APPROVE THE EXTENSION OF THE COVID-19 VACCINATION POLICY.**

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

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

Nays: None

c. **CONSIDERATION TO EXTEND THE EMERGENCY FAMILY & MEDICAL LEAVE EXPANSION ACT (EFMLA) AND EMERGENCY PAID SICK LEAVE POLICY**

The request was to extend the policy through January 1, 2023, past the set expiration date of June 30, 2022. The available times would be reset starting July 1, 2022. The policy would also be reviewed by the Board at the December 21, 2022 RBM. Trustee Fiffer asked for clarification of the definition of work week for part-time staff. He also queried whether staff are required to use any accrued vacation, sick, or personal leave time during the first two unpaid weeks of EMFLA.

A MOTION was made by Trustee Pope, and seconded by Trustee Tuohy **TO APPROVE THE EXTENSION OF THE EFMLA AND EMERGENCY PAID SICK LEAVE POLICY.**

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

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

Nays: None

d. **APPROVAL OF THE EXECUTIVE DIRECTOR SUCCESSION PLAN**

Director Kim presented the final draft of the Executive Director Succession Plan. The plan provides options and direction for the Board for the three potential scenarios: a short-term temporary leave of absence, a long-term temporary leave of absence, and a permanent change. For a short-term leave, one or both of the following current library employees would become Acting Executive Director: Technical Services & Automation Operations Manager Becky Halcli and/or Children's Services & Public Operations Manager Ann Finstad.

A MOTION was made by Trustee Pope, and seconded by Trustee Tuohy **TO APPROVE THE EXECUTIVE DIRECTOR SUCCESSION PLAN.**

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

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

Nays: None

e. **APPROVAL OF THE STRATEGIC PLAN CONSULTANT REQUEST FOR PROPOSAL (RFP)**

Director Kim presented a schedule to submit an RFP from an experienced strategic planning consultant with the goal of having a new plan in place by January 1, 2023.

Several Board members felt the proposed schedule's deadline of July 5, 2022 was too soon and questioned the impact of the July 4 holiday on the quality of any received proposals. Trustees felt that more time and discussion was necessary, and suggested a Board retreat devoted to the strategic plan process in the near future.

Director Kim agreed to determine a special meeting date and to table the approval of the request.

11) CLOSED SESSION:

There was no closed session.

12) ADJOURNMENT:

President Lin adjourned the meeting at 8:22 p.m.

Respectfully submitted by Jeff D'Anastasio