

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JULY 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 7:01 p.m.

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

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

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

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

Nays: None

2) ROLL CALL

The following Trustees were present: Jim Fiffer, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker, John Tuohy, and by speakerphone Mabel Tung. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present was library staff member Jeff D'Anastasio. Mr. Shapiro, Glencoe resident, was also present. Trustee Pope left the meeting at 7:35 p.m. Mr. Shapiro left the meeting at 8:05 p.m.

3) ADDITIONS TO THE AGENDA

There were no additions to the agenda.

4) CONSENT AGENDA (ACTION)

Trustee Tuohy recommended that Consent Agenda items be considered one at a time (or bundled if similar) to assure opportunities for comments and questions. The Board agreed to proceed this way.

- a. Approval of the June 15, 2022 Regular Board Meeting minutes

A MOTION was made by Trustee Tuohy, and seconded by Trustee Pope, **TO APPROVE THE JUNE 15 REGULAR BOARD MEETING MINUTES AS PRESENTED.**

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

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

Nays: None

- b. Consideration to cancel the August 17, 2022 Regular Board Meeting
- c. Consideration to close the library from 9:00 a.m. to 1:00 p.m. on August 19, 2022 to hold a staff in-service session for safety and security procedures training
- d. Approval to close the library on September 30, 2022 for the annual Staff Development Day

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

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

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

- e. Approval of Friends Book Sale dates October 14-17, 2022

A MOTION was made by Trustee Parfitt, and seconded by Trustee Fiffer, **TO APPROVE THE FRIENDS BOOK SALE DATES AS PRESENTED.**

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

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

- f. Approval of the Americans with Disabilities Act (ADA) Policy revision
- g. Review of the Concealed Carry Policy

Director Kim noted two typos, one in the board packet on page 13 where the reviewer should be Trustee Fiffer, not Trustee Parfitt, and another in the ADA Policy revision itself on page 17 under the Grievance section that required a late edit. There were no changes to the Concealed Carry Policy.

A MOTION was made by Trustee Parfitt, and seconded by Trustee Schencker, **TO APPROVE THE ADA POLICY REVISION AS AMENDED.**

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

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

5) **PUBLIC COMMENT**

Mr. Shapiro addressed the Board, but had no specific comment at the time. President Lin pointed out that Public Comment would be the only chance for him to speak during the meeting. Mr. Shapiro understood, and chose not to speak further.

6) COMMUNICATIONS

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY

There was no report.

8) COMMITTEE REPORTS

a. Building & Grounds:

Director Kim updated about recent repairs to the elevator. The motor starter relay was damaged, not the pump. Facilities Supervisor Joe Faust put the pump on the replacement schedule, and it will be part of the annual inspection.

b. Finance Committee:

Director Kim noted that as of June 30, the Fiscal Year-to-Date (YTD) was at the halfway point. With that in mind, Property tax revenues at 54.7%, and Interest income 169.8% YTD were positive benchmarks. Total Personnel YTD was at 45.9, and Operations & maintenance were at 46.4% YTD. Total Expenditures YTD was at 45%. The Trustees considered the impact of delayed Property tax revenue until December or into 2023. Director Kim also updated the Trustees on the new style of monthly financial report beginning in July from the ATA Group accounting firm. He said a sample June report raised questions he intended to have resolved by the September 21 Regular Board Meeting.

c. Marketing:

Director Kim met with Head of Programs & Communications Grace Hayek and Trustee Schencker on June 23. They discussed a call for a board presence at upcoming village events. More information is expected from the Village.

d. Plan Commission:

At its June 22 virtual meeting, commissioners had an initial discussion on the Village's upcoming comprehensive plan.

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

President Lin summarized a June 28 meeting that focused on District 35 sustainability initiatives, including Active Transportation items, bread tags for wheelchairs, and general student involvement.

h. Technology:

Technical Services & Automation Operations Manager Becky Halcli reported that Comcast finally installed the fiber switch that day (July 20), a key step towards implementing the new fiber line to improve network speed and reliability.

9) REPORT OF THE EXECUTIVE DIRECTOR

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

The Warren-Newport Public Library District is anticipated to join Cooperative Computer Services (CCS) in September 2023.

He acknowledged July staff anniversaries: Alex Towers, Children's Shelver, at one year in his second hiring phase, and Kimberly Wargin, Circulation Services Substitute, at eleven years.

The Director referred the Trustees to page 30 of the Board packet, where a memo provided a Board meeting update. In lieu of an August 17 Regular Board Meeting, there will be a Special Board Meeting on August 10 to approve the selection of a strategic planning consultant, and a presentation of priority capital needs projects as identified by Facilities Supervisor Joe Faust. And there is a Committee of the Whole meeting tentative scheduled for December 7 for the presentation of the first draft of the strategic plan.

Trustees requested an update on the Request for Proposal to identify a strategic planning consultant. Director Kim reported that four firms had responded ahead of the August 1 deadline.

On page 39 of the packet, he included spotlights on two recent Library programs: the June 21 program with forest ecologist Suzanne Simard, and the July 13 program with archaeologist Ellen Green.

The Glencoe Public Library statistical report for June 2022 prompted trustee comments on a range of topics.

10) NEW BUSINESS

Director Kim presented the results of a staff survey prepared by the management team that was distributed on May 16 (with a response deadline of May 31). The goal of the survey was to see what the engagement and satisfaction levels are of the staff. The Director and Department Heads feel that this information is a necessary ingredient for the next strategic plan.

30 out of 40 staff members responded to the anonymous-reply survey. A special All-staff Meeting was held on June 29 to go over survey results.

Page 40 of the Board packet summarized some of the key takeaways from the results.

The Trustees commented on a number of the results.

The views about compensation expressed in the survey generated discussion on the 2019 salary benchmarking and the Director's intention to revisit benchmarking for a revised pay scale in 2023, with possible implementation in early to mid-2024.

Director Kim also shared his view of recent promotions in light of the survey results concerning advancement opportunities within the library.

Trustee Parfitt noted a lot of concern about the state of the Lower Level of the library, particularly the public area.

Trustee Fiffer recommended seeking out aggregators of library information regarding salaries, job descriptions, and other employment data.

11) CLOSED SESSION

A MOTION was made by Trustee Tuohy, and seconded by Trustee Fiffer, **TO ENTER CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2(C) (21)**.

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

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

Nays: None

The Library Board of Trustees left the open session, and entered closed session at 8:28 p.m.

12) CALL TO ORDER

President Lin called the open session to order at approximately 8:45 p.m.

13) ROLL CALL

The following Trustees were present: Jim Fiffer, Linda Lin, Roger Parfitt, Beth Schencker, and John Tuohy. Absent were Trustees Michael Pope and Mabel Tung.

14) NEW BUSINESS

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

<u>Closed Session Date</u>	<u>Action Taken</u>
2/16/22	Approve

The Trustees conducted the semi-annual review of all approved minutes of past closed sessions that have not been made public, to determine if any of the unreleased minutes no longer need to be kept confidential to protect the public interest or the privacy of an individual.

Trustees, by separate unanimous voice votes, upon separate motions made by Secretary Tuohy, and seconded by Trustee Parfitt, 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	Make public
12/15/21	Make public
2/16/22	Keep closed
7/20/22	Keep closed

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

<u>Closed Session Date</u>	<u>Action Taken</u>
9/16/20	Destroy
12/16/20	Destroy
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 Parfitt **TO ADJOURN THE OPEN MEETING AT APPROXIMATELY 8:47 P.M.**

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

Ayes: Fiffer, Lin, Parfitt, Schencker, Tuohy

Nays: None

Respectfully submitted by Jeff D'Anastasio and Secretary Tuohy