

**SPECIAL BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, AUGUST 10, 2022 – 7:00 P.M.
VIRTUAL MEETING**

APPROVED MINUTES

1) CALL TO ORDER

President Lin called the meeting to order at 7:05 p.m.

President Lin stated that the meeting is being held virtually pursuant to the Illinois Governor's current Executive Order.

2) ROLL CALL

The following Trustees were present: Jim Fiffer, Linda Lin, Roger Parfitt, Beth Schencker, Mabel Tung, and John Tuohy. Present were library management team members Danny Burdett, Becky Halcli, Liz McClain, and Andrew Kim, Executive Director. Absent: Michael Pope.

3) ADDITIONS TO THE AGENDA

There were no additions to the agenda.

4) CONSENT AGENDA

- a. Consideration to close the library from 9:00 a.m. to noon on September 12, 2022 to complete a plumbing service project in the Lower Level

Director Kim informed the Library Board that the project's scope of work includes replacing the toilet and aged galvanized pipes in the staff bathroom located in the Lower Level. The work requires the plumbing service to shut of the building's water service.

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

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

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

Nays: None

5) PUBLIC COMMENT

There was no public comment.

6) NEW BUSINESS

- a. Consideration to approve the hiring of a strategic planning consultant (ACTION)

Director Kim provided a project summary. He informed the Library Board that four consulting firms responded to the library's Request for Proposal (RFP). Trustee Tuohy, as the Library Board's Planning Committee, Trustee Lin, Board President, and all members of the management team reviewed the responses.

Director Kim informed the Library Board of the results of the review process, and available options to move ahead with the project, and how it will be expensed to the operating fund.

Trustees shared their thoughts in response.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Parfitt **TO APPROVE THE SELECTION OF RETHINKING LIBRARIES AS THE LIBRARY'S STRATEGIC PLANNING CONSULTANT WITH A FINAL COST NOT TO EXCEED \$24,000.**

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

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

Nays: None

b. Presentation of priority capital projects based on the 2021 Capital Needs Assessment

In response to the Library Board's request made at the April 20, 2022 Committee of the Whole meeting, Director Kim presented a list of priority capital projects as determined by Facilities Supervisor Joe Faust.

After providing an up-to-present summary actions, Director Kim presented nine projects as identified by J. Faust.

Members of the Library Board asked Director Kim to extend their thanks and approval of the presentation to J. Faust.

Members of the Library Board requested that J. Faust consider if these projects can be bundled, and completed on either a quarterly or semi-annual basis; while also reporting any costs of failure to complete the projects.

7) CLOSED SESSION

There was no closed session.

8) ADJOURNMENT

President Lin adjourned the meeting at 8:30 p.m.

Respectfully submitted by Andrew Kim