

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 21, 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 6:59 p.m.

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

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

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

Ayes: Lin, Parfitt, Pope, Tung

Nays: None

2) ROLL CALL:

The following Trustees were present: Linda Lin, Roger Parfitt, Michael Pope, Mabel Tung, and by speakerphone Jim Fiffer. Present were library management team members Danny Burdett, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick, and library staff member Jeff D'Anastasio. Guests were Glencoe residents George Krafcisin and Nann Weiss-Hamm, and Roger Stevens from the ATA Group. Absent: Beth Schencker and John Tuohy.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda. One correction to the agenda was on page 1: "Friends Winter Book Sale dates" not "Fall."

4) CONSENT AGENDA (ACTION):

- a. Approval of the July 6, 2022 Special Board Meeting (SBM) minutes
- b. Approval of the July 20, 2022 Regular Board Meeting (RBM) minutes
- c. Approval of the August 10, 2022 SBM minutes

A MOTION was made by Trustee Parfitt, and seconded by Trustee Tung, **TO APPROVE THE SBM AND RBM MINUTES AS PRESENTED.**

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

Ayes: Fiffer, Lin, Parfitt, Pope, Tung

Nays: None

- d. Approval of the Children’s Services Policy revision

President Lin noted a typo (page 13 of the Board Packet): “within” instead of “with,” and recommended changing “person” to “patron.”

Trustee Parfitt remarked on the policy not addressing patron complaints about inappropriate content, nor age restrictions in accessing materials. Technical Services and Automation Operations Manager Becky Halcli and Head of Adult Services Liz McClain clarified that the existing Collection Development Policy addressed patron complaints and access to materials.

A MOTION was made by Trustee Pope, and seconded by Trustee Parfitt, **TO APPROVE THE CHILDREN’S SERVICES POLICY AS AMENDED.**

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

Ayes: Fiffer, Lin, Parfitt, Pope, Tung

Nays: None

- e. Approval of the Use of the Library by Children Policy revision

A MOTION was made by Trustee Tung, and seconded by Trustee Parfitt, **TO APPROVE THE USE OF THE LIBRARY BY CHILDREN POLICY REVISION AS PRESENTED.**

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

Ayes: Fiffer, Lin, Parfitt, Pope, Tung

Nays: None

- f. Approval of the Friends Winter Book Sale dates, Friday, March 3, 2023 to Monday, March 6, 2023.

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

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

Ayes: Fiffer, Lin, Parfitt, Pope, 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:

Friends President Marti Wick reported that invitations to the Fall Book Sale had been sent out a week earlier than usual to generate more donations ahead of the sale. The Friends did a “deep clean” of a two-year accumulation of book inventory, and are looking forward to fresh donations of materials. President Wick mentioned that CDs are already plentiful.

She also highlighted the Friends’ meeting earlier in September, where \$9,611.00 was donated to Library programs, and \$186.48 was re-allocated to the Children’s Department. Trustees Pope and Tung expressed their appreciation for the revenue generated by the sales and annual appeal letter. Trustee Tung urged continued recognition of the Friends in Library publications. President Wick praised Grace Hayek, Head of Programs and Communications, in promoting the group’s efforts.

8) PRESENTATION OF THE NEW FINANCIAL STATEMENTS BY ROGER STEVENS, ACCOUNTANT AT ATA GROUP, LLC:

Roger Stevens presented the new ATA Group financial statements for July and August to the Board. He explained that the most significant change reflected reporting from a modified cash basis (the standard for libraries and most institutions) instead of the former accrual basis. The financial reports now show the actual amounts received and spent each month.

Trustees responded positively to the new format. President Lin confirmed that the cover letter from ATA Group was standard, and that the accounting tasks performed for the library to date have been typical. Mr. Stevens and Director Kim acknowledged the amount of work necessary to duplicate the first six months of bills and deposits from Incode to QuickBooks Online. Trustee Parfitt pointed out that the format of the accounts could be collapsed to show the overall figure, rather than broken down into individual sub-accounts. Trustee Pope queried the security of QuickBooks Online. Trustee Tung thanked Jeff for his efforts on the transition to the new accounting firm.

9) COMMITTEE REPORTS:

a. Building & Grounds:

Director Kim informed Trustees Lin, Parfitt, and Tung on August 31 of a required remediation project in the Lower Level Periodicals Storage Room, Elevator Pump Room, and the Emergency Stairwell. Unfortunately, stored magazines and newspapers were affected and cannot be salvaged. On September 12, water entered the same areas after heavy rainfall. A new interior drainage system will likely need to be installed, along with mold remediation treatment. Estimates are being sought by Joe Faust.

b. Finance Committee:

Trustee Tung updated the Board that the biggest factor for the July and August financial reports is the delay in Property Tax Revenue. The reserve account went from \$2.16 million in July to \$1.96 million in August. With only grants and donations as revenue, total Year To Date (YTD) expenditures are still on track at 63.3% of budget as of August 31. Trustee Tung pointed out that with monthly expenses averaging \$250,000.00, the reserve account will likely end the year around \$1 million. Director Kim added that as of now he has been informed the next property tax installment will be received in late December.

- c. Marketing:
There was no report.
- d. Plan Commission:
Trustees were referred to page 59 of the board packet that summarized a July 27 meeting.
- e. Planning:
Director Kim provided updates on a September 16 meeting of the management team, Trustees Lin and Tuohy, and ReThinking Libraries (RTL) to review a draft of a community survey. The survey will be finalized by RTL, with management team input, for a mid-October launch. Also, the dates for engagement sessions of community members with Board and library staff have been confirmed for November 1-3.
- f. Policy & Bylaws:
There was no report.
- g. Sustainability Task Force (STF):
President Lin referred the Trustees to the STF report on page 61 of the board packet. She added that STF partnered with the Friends of the Green Bay Trail for a Glencoe Golf Club event on September 20.
- h. Technology:
Technical Services and Automation Operations Manager Becky Halcli informed the Board that the library will adopt Microsoft 365 this fall, which will replace Microsoft Office and the current staff email system. Staff email is being migrated to the new accounts prior to the new addresses going live.

10) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided the Board details about significant news since the previous RBM.

He acknowledged the work that Technical Services and Automation Operations Manager Becky Halcli and Adult Services Librarian Jake Rogers have been doing on behalf of the library over the past year in helping Cooperative Computer Service (CCS) analyze its diversity audit tool for the library system catalog.

He thanked President Marti Wick and the Friends of the Glencoe Library Board for their continued support of the library with their most recent gift approvals.

He welcomed new Adult Services Librarian Evan Murdoch, who started on August 22. Circulation Associate Sylvana Osorio announced her retirement in August, but will stay on as a substitute. To fill her vacancy, Circulation Substitute Kimberly Wargin was rehired.

Congratulations to the six staff members who celebrated their work anniversaries:

Ann Finstad, Children's Services and Public Operations Manager (8 years, July).

For August: Heidi McGarry, Technical Services Processing Assistant (10 years), Jeff D'Anastasio (6 years); Joe Faust (2 years), Juan Rodriguez, Facilities Associate (1 year), and Elise Rubenstein, Circulation Assistant (3 years).

Director Kim referenced an August 22 ransomware situation with Baker & Taylor, our main vendor of materials. Becky Halcli worked quickly to move purchasing to Amazon and to Ingram, another one of the library's materials vendors. He thanked Becky for leading this pivot to ensure materials were getting ordered.

He referred the Board to page 65 of the packet, featuring two photos of a sculpture that a resident is seeking to donate. The sculpture is an abstract of a figure sitting. The Village Manager reached out to the library to gauge interest in accepting the donation. Per the Gift Policy, the Board decides on whether or not to accept the donation, and Director Kim will manage the specifics of the transaction which, in part, will be seeking board approval for a transaction agreement.

Finally, page 66 of the board packet is a Continuing Education report from Children's Services Librarian Emily Fogle, who presented at this summer's Chicago Comics & Entertainment Expo (C2E2) on Discord in a Library Setting. Discord is a social messaging platform where users can communicate via voice and video calls, text messaging, and private chats.

11) NEW BUSINESS (ACTION):

- a. Consideration to Approve Proposal to Install Security Hardware for the Lower Level Staff Doors

The project is another effort to improve building safety and security. The work includes installing door hardware including a heavy duty mag lock, a wall-mounted access card reader, a motion sensor, and a panic button. This would be connected to our existing ADT building security system, and would allow staff to enter through the staff doors using their current access card or key fob, instead of punching in a keypad code. The installation will also secure and lock the staff door at all times. Currently, the doors can be opened by anyone (staff or non-staff), and all that happens is an alarm. The new hardware would prevent anyone without an access card from opening the staff doors. The total cost of the project is \$6,512.58 and will be charged to the Repair & Maintenance accounts of the operating budget.

A MOTION was made by Trustee Pope, and seconded by Trustee Parfitt, **TO APPROVE THE PROPOSAL TO INSTALL SECURITY HARDWARE FOR THE LOWER LEVEL STAFF DOORS.**

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

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

12) CLOSED SESSION:

There was no Closed Session.

13) ADJOURNMENT:

President Lin adjourned the meeting at 8:26 p.m.

Respectfully submitted by Jeff D'Anastasio