

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, OCTOBER 19, 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 7:04 p.m.

**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 Becky Halcli and Andrew Kim, Executive Director. Also present were Friends President Marti Wick, and library staff member Jeff D’Anastasio. Guest Barbara Breakstone, Glencoe resident, arrived shortly after the meeting started. Absent: Michael Pope.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA (ACTION):**

- a. Approval of the September 21, 2022 Regular Board Meeting (RBM) minutes
- b. Approval of the Fiscal Year 2023 Regular Board Meeting Schedule
- c. Approval of the Homebound Delivery Policy revision

Brief discussion about the Homebound Delivery Policy focused on how often the service is requested. Trustee Fiffer noted three typos (page 15 of the board packet): “shall *not* pass” instead of “no”; “Delivery *Service*” instead of “Services”; “Participants must *sign*” instead of “sing.”

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

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

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

Nays: None

**5) PUBLIC COMMENT:**

There was no Public Comment.

**6) COMMUNICATIONS:**

The “Complaints” section (page 17) drew a query from Trustee Tuohy about the Big Books program, which participant Trustee Parfitt explained. And President Lin asked for more detail on the “bunched up” rug in the Johnson Room.

**7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:**

Friends President Marti Wick updated the Board about the October Friends Book Sale. She felt that the overall traffic of customers was lower than usual, but the sale still yielded a significant \$4,463. She thanked Director Kim and Technical Services and Automation Operations Manager Becky Halcli for their pre- and post-sale efforts respectively. President Wick also reported that the annual appeal letter from the Friends had recently been mailed out. The next book sale is slated for early March 2023.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

The October 11 remediation project was completed successfully but repairing the storage spaces for reuse requires more work. There are signs that seepage has been an ongoing issue. For the time being, the space will remain as is so the management team and Facilities team can determine the most cost-effective plan to best use the spaces.

b. Finance Committee:

Director Kim noted that under "Bank Accounts/Cash" the library's MaxSafe account had \$218,000 withdrawn in September. As expected, the library did not receive any property tax in September. Property tax revenue is at approximately 50% Year To Date (YTD) when property tax revenues would normally be at 75%. Trustee Tung praised the management team for keeping Total Expenditures YTD at 71.87% in these circumstances.

He pointed out positive news that other revenues are performing well. Personal property replacement tax was almost 265% YTD at \$37,068 for the year. All the other revenues were above 75% giving a Total Revenue at 58% YTD. YTD calculations are available on pages 28-30 of the board packet.

Total September expenditures reached \$225,500; \$25,000 of which went to Sikich, the library's IT consultant to purchase consulting hours in bulk. The ATA Group was paid \$3,900 to cover work performed outside of the contract.

After the first three quarters, the End Of Year (EOY) surplus was \$82,600.

Trustee Tuohy questioned how the new ATA Group reports reflect the library's loan. Trustee Parfitt pointed out that "Debt Service" is one of the monthly categories. Director Kim stated that having ATA Group add information on total assets vs. total liabilities was worth looking into.

c. Marketing:

Director Kim mentioned the upcoming November 1-3 Community Engagement Sessions for strategic planning.

d. Plan Commission:

Trustees were referred to page 35 of the board packet. President Lin shared that the Village Comprehensive Plan group wished to send a representative to the November 16 RBM.

- e. Planning:  
The third quarter performance plan update began on page 37 of the board packet. Items in green were the latest news from the management team. Trustee Fiffer asked for more explanation of the “genre study” undertaken by Adult Services. Becky Halcli provided a brief explanation, and Trustee Schencker shared her experience with equity and diversity audits of library collections.
- f. Policy & Bylaws:  
Director Kim informed the Board that 11 library policies are scheduled for review in 2023. All but the Reimbursement of Expenses (in January) and the Schedule of Fees, Fines, and Loan Periods (in November) are reviewed on a three-year cycle. The aforementioned are reviewed annually. President Lin also noted that two “COVID policies” are up for review in December.
- g. Sustainability Task Force (STF):  
There was no report.
- h. Technology:  
Becky Halcli anticipated the launch of the staff email migration to Office 365 in mid-November. Network and Digital Services Librarian Justin Franklin will be training Adult Services staff Andrea Tucci and Evan Murdoch on operating the 3D printer.

**9) REPORT OF THE EXECUTIVE DIRECTOR:**

Director Kim provided the Board the following details since the previous RBM.

The Warren-Newport Public Library’s (WNPL) membership application was unanimously accepted by the Cooperative Computer Service (CCS) Governing Board last Wednesday. A former member, WNPL will rejoin CCS with a tentative go-live date of September 2023. Mount Prospect is also preparing to submit its application with a target date of October 2024.

10 staff members celebrated their work anniversaries in September:

- Ann Berez (7)
- Natalie Brottman (2)
- Shira Cohen (2)
- Emily Fogle (6)
- Justin Franklin (6)
- Becky Halcli (29)
- Peggy Klein (1)
- Liz McClain (14)
- Jake Rogers (7)
- Susan Schober (5)

Director Kim thanked Children’s Services & Public Operations Manager Ann Finstad and Becky Halcli, and this year’s Staff Development Committee members: Jake Rogers, Idelle Melamed, and Katie Blair for all their hard work towards the September 30 Staff Development Day. He also thanked the Trustees who attended.

Director Kim provided his insight on best practices for human resources policies and procedures to the Trustees of the Lake Bluff Public Library.

Facilities Supervisor Joe Faust monitored the Lower Level remediation project after closing on October 11. The project was completed without issue. The security hardware for the Lower Level staff doors was installed on October 12.

#### **10) NEW BUSINESS (ACTION):**

a. Presentation of the 2022 Property Tax Levy

Director Kim began by explaining that the 2022 Property Tax Levy is the basis for a draft operating budget for Fiscal Year 2023.

Director Kim provided an overview of a number of areas within the 2023 budget: Even though Personal Property Replacement Tax (PPRT) this year has outperformed projections by nearly 165%, the plan for 2023 is for a conservative estimate of \$18,000. The library can expect \$13,000 from the State Library as a Per Capita Grant award, and approximately \$9,000 of the RAILS Local Library System Automation Program (LLSAP) Grant award. A conservative 1.75% interest rate was applied Interest income projection using a MaxSafe balance of \$1,172,000 – which should be its ending balance if we do not receive any property tax by the end of the year. That yields \$20,510 – which is in turn slimmed down to \$20,000 for budgeting purposes. In all, Total Revenues still sees a 9.6% increase over the current year, or \$253,322 in new funds.

In Personnel, a 6% Cost Of Living Adjustment (COLA) and 3% cushion in Salaries and Wages is proposed. For health insurance, HMO plan premiums will be reduced in 2023, but PPO plan premiums will increase. But overall, the budget reflects a 2% reduction in health insurance expenses.

The preliminary employer contribution rate for IMRF is 6.2% compared to 8.68% this year.

It is anticipated that the library will send staff to two major library conferences in Illinois in 2023: American Library Association (ALA) in the summer, and Illinois Library Association (ILA) in the fall.

An 8% increase is forecast for Facilities in Repairs and Maintenance plus \$50,000 in Capital replacement for the time being. Joe Faust and Director Kim will need to discuss what facility project is most urgent in 2023. They will have a final number next month when board approval is sought for the operating budget.

Furniture improvements in the Children's Department, and additional furnishings in the Johnson and Forte Rooms, are planned, with \$8,600 over the current year budgeted to accomplish that.

For Technical Services, Becky Halcli and Justin Franklin have prepared a library-wide hardware-software maintenance plan for next year.

The Village will be seeking bids for a new auditing services firm. Director Kim informed the Village Finance Director that the library would like to continue its auditing services under their contract. He was also waiting to hear back from Kamm Group on the 2023 insurance premiums. For the time being, he allocated \$33,000.

And finally under Contract services, \$12,000 was allocated for ReThinking Libraries as they continue to provide strategic planning services. A new project in 2023 will be to undergo a new salary benchmarking survey. In 2018, the project cost did not exceed \$5,000, but costs are expected to be higher this round.

Pages 66-76 of the board packet provide a statement and departmental breakdown of accounts that compare this year to next year's budgets.

Trustee Parfitt created an addendum to the board packet that projected revenues and expenses into fiscal year 2023, using the actual 2022 Property Tax revenue to date and the anticipated amount for the 2023 Draft Budget.

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Schencker, **TO APPROVE THE 2022 PROPERTY TAX LEVY AS PRESENTED.**

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

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

Nays: None

- b. Consideration to Approve the Northwest Lower Level Drainage System proposal  
The proposal comes from U.S. Waterproofing in the amount of \$11,599. U.S. Waterproofing has completed the previous two drainage system projects: 2019 in Technical Services, and 2021 in the Southwest Lower Level. The project will take up to four days to complete and has a similar scope of work to the past projects.

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Fiffer, **TO APPROVE THE NORTHWEST LOWER LEVEL DRAINAGE SYSTEM PROPOSAL AS PRESENTED.**

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

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

Nays: None

**11) CLOSED SESSION:**

There was no closed session.

**12) ADJOURNMENT:**

President Lin adjourned the meeting at 8:42 p.m.

Respectfully submitted by Jeff D'Anastasio