

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, NOVEMBER 16, 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 7:02 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, Linda Lin, Roger Parfitt, Michael Pope, Mabel Tung, and John Tuohy. Present were library management team members Danny Burdett, Becky Halcli, Grace Hayek, Liz McClain, and Andrew Kim, Executive Director. Also present were library staff member Jeff D’Anastasio, and Glencoe resident guests George Krafcisin and Nan Weiss-Ham. Absent: Beth Schencker.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

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

- a. Approval of the October 19, 2022 Regular Board Meeting (RBM) minutes

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Parfitt, **TO APPROVE THE OCTOBER 19, 2022 RBM MINUTES AS PRESENTED.**

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

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

Nays: None

- b. Approval of the Service Animal Policy revision

In addition to the edits presented in the revised version, Trustee Fiffer suggested a wording change (page 11 of the Board Packet) from “and therapy” to “or therapy.”

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Pope **TO APPROVE THE SERVICE ANIMAL POLICY REVISION AS AMENDED.**

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

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

Nays: None

- c. Approval of the Schedule of Fines, Fees and Loan Periods revision

Trustee Fiffer and Director Kim noted a format error “-\$865.30” (page 15 of the board packet) that will be fixed before the document is made public.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Pope, **TO APPROVE THE SCHEDULE OF FINES, FEES, AND LOAN PERIODS REVISION AS AMENDED.**

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

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

Nays: None

d. Review of the No Smoking Policy  
No revisions were presented for the No Smoking Policy.

e. Consideration to cancel the December 21, 2022 RBM  
A Special Board Meeting (SBM) will be held on December 14 in place of the December 21 RBM.

**A MOTION** was made by Trustee Tung, and seconded by Trustee Tuohy, **TO APPROVE THE CANCELLATION OF THE DECEMBER 21 RBM.**

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

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

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:**

There was no report.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

Director Kim referred to an update from Facilities Supervisor Joe Faust that the interior drainage system work will be start on December 5, and should be completed by December 8. At a recent site visit, J. Faust and U. S. Waterproofing discovered several issues that weren't evident at the initial site visit. Of foremost concern was that there is electrical wiring within the concrete floor that won't allow for a drain trench to go around the elevator pump.

Consequently, a radiator behind the pump will be removed, and a drain trench will be installed there. The electrical service to the northwest part of the building will be increased to support the new sump pumps, and a dehumidifier and heat source will be installed as well. Finally, a new battery backup will be purchased for the sump pumps because the current model is too small to support the new ones. All of this work will be done in late November, and will be expensed to the operating budget.

The Forte Room fireplace gas supply has a small leak so the Facilities team shut it off.

b. Finance Committee:

Trustee Tung reported that total expenses for October were \$211,763.39, leaving the reserve fund at around \$1.57 million. Significant revenue for the month came from Money Market Interest (\$4,280.10) and the Takiff Fund (\$8,035). She noted that Cooperative Computer Service (CCS) Operating expenses of \$14,362.73 stood out, but were part of the normal billing cycle. The lack of Property Tax Revenue continued to affect the finances for October. That revenue is about \$1 million behind for 2022, with only 50% received to date at the point when revenues and expenditures are budgeted to be at 83%. Trustee Tung was impressed that Total Expenditures remained at 80.36%, including Salaries (80.56%), Debt Service (83.33%)—only Supplies stood out at 322%.

Trustee Parfitt contributed by pointing out that \$1.312 million in Property Tax Revenue had been received Year to Date (YTD), and that nearly \$1.6 million remained in the reserve account.

Trustee Tuohy questioned the 11 pages of monthly finance report generated by the ATA Group, wondering if some of the repetition could be cut down with a slight formatting adjustment.

c. Marketing:

Director Kim highlighted the community survey (page 37 of the board packet), which launched on October 31. Nearly  $\frac{3}{4}$  of respondents are Glencoe residents, and the race breakdown is very close to the U.S. Census data. As of November 7, 148 responses had been received, and at the time of the RBM that total was 209. The cutoff date for the survey is January 13.

The greatest concern noted so far is that the survey is either not reaching people 34 years or younger, or they are choosing not to respond. The Director is seeking Trustee Schencker's guidance on reaching younger residents.

d. Plan Commission:

There was no report.

e. Planning:

Forthcoming sessions related to strategic planning include the Library Board/Director Community Engagement session on January 10 at 1:30 p.m. in the Hammond Room, and the strategic planning retreat on January 26 at the Takiff Center. The Retreat will include ReThinking Libraries, the Board, the management team, and other from library staff.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

President Lin reported on an initiative to check on participating residents' recycling bins with tags indicating whether the contents contained items that cannot be recycled. A second phase checked again to see whether the household's recycling of acceptable items improved. She also mentioned the intention of the STF to push for a Climate Action Plan as part of the forthcoming Village Comprehensive Plan.

h. Technology:

Technical Services and Automation Operations Manager Becky Halcli updated the Board on the Office 365 and new email switchover scheduled for the last week of November. Network and Digital Services Librarian Justin Franklin is developing staff training materials for the new programs. Finally, roku (used for streaming content) remain very popular checkout items. The existing ones are being refreshed with newer hardware, and five more have been purchased.

**9) BOARD PRESIDENT'S REPORT:**

President Lin went to the Illinois Library Association (ILA) Annual Conference in Rosemont on October 20. Pages 43-45 of the board packet provide a detailed account of her panel participation and attendance. She highlighted a session titled "At the Heart of It: Library Trusteeship for New AND Seasoned Trustees." The Board members commented on the library's budget for trustee training, and Trustee Tuohy urged new Trustees to take advantage of any education opportunities to become more active participants on the Board sooner.

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

Director Kim provided the Board the following updates since the previous RBM:

Facilities coverage will be addressed by hiring a permanent hourly Facilities Associate.

Four staff members celebrated work anniversaries in October: Lisa Howland (42 years); Julie Rand (21 years); Sara Lifson (14 years); Maureen Liebenson (11 years). In addition, Lisa returned to work on November 15. A tremendous amount of thanks goes to Becky Halcli and Heidi McGarry, who took on additional workloads for nearly five months.

Facilities Associate Juan Rodriguez and his wife are expecting their third child in February.

The Library of Things collection is almost set to be launched.

Two continuing education reports were included in the board packet. One is from Head of Adult Services Liz McClain, who attended the ILA Conference, and the other from Circulation Professional Katie Blair, who attended the Back in Circulation Conference.

In response to the "Library Use" data in the October Statistical Report, President Lin requested that the Forte Room be included in the "Meeting Room Use" information.

**11) NEW BUSINESS (ACTION):**

a. Presentation of the Fiscal Year 2023 Operating Budget

Director Kim said there were no changes to projected revenues to report from the October RBM Levy presentation.

In terms of expenses, the Salaries & Wages account will increase by \$19,000 to budget for a new hourly Facilities Associate. A current staff member changed an insurance plan, which allowed lowering the Medical insurance account by \$2,000.

To address the additional funding needed in Salaries & wages, Director Kim proposed a reduction in the Capital replacement account of \$13,319. Facilities Supervisor Joe Faust was aware of the reduced account balance, and would adjust his research of capital improvement plans. He narrowed down his list of potential improvement projects to include window repair, and building painting as key projects for next year. The Facilities management projects account would also be reduced by \$1,811.

In terms of pending numbers from last month, Kamm Group presented the total premium for Property & casualty insurance coverage, almost \$2,000 less than the estimated \$33,000.

Finally, he reserved \$10,000 for a new salary benchmarking project in Contract services. The remaining \$12,000 is owed to ReThinking Libraries for strategic planning.

In response, several Board members expressed their dismay about reducing the Capital replacement account. Trustees Fiffer and Parfitt had questions and concerns about the amount of the reduction proposed. Trustees Lin and Tuohy noted that a better source of funds was from the "Services & Resource development" 2023 allotment.

The Board agreed to reallocate \$15,000 from the Services & Resource development fund to the Capital replacement and Facilities management projects funds for the Fiscal Year 2023 Operating Budget.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Fiffer, **TO APPROVE THE FISCAL YEAR 2023 OPERATING BUDGET AS AMENDED.**

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

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

Nays: None

**12) CLOSED SESSION:**

There was no Closed Session.

**13) ADJOURNMENT:**

President Lin adjourned the meeting at 8:27 p.m.

Respectfully submitted by Jeff D'Anastasio