

**SPECIAL BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, DECEMBER 14, 2022
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, Beth Schencker, and John Tuohy. Present were library management team members Danny Burdett, Becky Halcli, and Andrew Kim, Executive Director. Also in attendance were Marti Wick, Friends Board President, and Glencoe residents George Krafcsin and Nan Weiss-Ham. Absent: Mabel Tung.

3) **ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

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

a. Approval of the November 16, 2022 Committee of the Whole meeting minutes
For consistency, the board meeting minutes on page 3 of the board packet should include Trustees absent from the meeting.

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Parfitt **TO APPROVE THE NOVEMBER 16, 2022 COMMITTEE OF THE WHOLE MEETING MINUTES AS AMENDED.**

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

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

Nays: None

b. Approval of the November 16, 2022 Regular Board Meeting minutes

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Parfitt **TO APPROVE THE NOVEMBER 16, 2022 REGULAR BOARD MEETING MINUTES AS PRESENTED.**

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

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

Nays: None

c. Approval of the 2024 holiday closure dates
Trustees discussed the information presented in the board packet memorandum that addressed the 2024 holiday closure dates. Trustees discussed the potential service impact if the library were to close on Christmas Eve effective 2024.

A **MOTION** was made by Trustee Parfitt, and seconded by Trustee Schencker **TO APPROVE THE 2024 HOLIDAY CLOSURE DATES AS PRESENTED.**

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

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

President Wick shared that donations are coming in quickly. At its December 1 meeting, the Friends Board approved \$9,820 in new gift funds to the library. Members of the Library Board thanked President Wick for the Friends' ongoing support of the library.

8) **COMMITTEE REPORTS:**

a. Building and Grounds:

There was no report.

b. Finance:

With Trustee Tung unable to attend the meeting, Director Kim shared her finance report with the Trustees. At the end of November, 61% of the estimated Total Revenues was received, and 88% of Total Expenses were spent. Though year to date, Total Property Tax Revenue stood at 53%, there was good news with Personal Property Replacement Tax, Interest Income, and Unrestricted Gifts revenues.

In addition, Director Kim shared that the library received approximately \$145,000 net in Property Tax from December 1-13.

c. Marketing:

There was no report.

d. Plan Commission:

Trustee Pope included a summary of the Plan Commission's November 30 meeting in the board packet.

- e. Planning:
Trustee Tuohy included a strategic planning update in the board packet which included new information regarding the upcoming community engagement sessions, and community survey results.
- f. Policy & Bylaws:
Based on Trustee Fiffer's recommendation, the Fiscal Year 2023 Policy Review Schedule has been revised to include a planned review of the Personnel Policy. Though the board packet memorandum states a review presentation of the policy in February, Director Kim reported that March is more likely.
- g. Sustainability Task Force:
President Lin was unable to attend the Sustainability Task Force's meeting due to a schedule conflict. She will provide a report next month.
- h. Technology:
With Trustee Tung's absence, Technical Services & Automation Operations Manager Becky Halcli presented the Technology Committee report. B. Halcli shared that the migration to Microsoft 365 in mid-January. Staff are also investigating the addition of payment software to the public copier and printer setups.

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

Director Kim shared a few items from his report. He first thanked the Friends Board for their recent approval of gift requests.

He also shared that three staff members celebrated their work anniversaries in November: Children's Librarian Idelle Melamed, one year; Circulation Professional Katie Blair, two years; and Circulation Assistant Betsy McGrew, 29 years.

Director Kim also shared that Facilities Supervisor Joe Faust hired new Facilities Associate Charles Jacob. C. Jacob's first day was December 5.

The scheduled interior drainage system project took one day to complete. The Facilities team will now monitor its performance before rebuilding the affected space.

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

- a. Approval to extend the COVID-19 Vaccination Policy
- b. Approval to extend the Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Policy

Trustee Fiffer presented a summary of the policy review process, and thanked Children's Services & Public Operations Manager Ann Finstad for her work. Trustees commented on the policy revisions, and asked additional questions for clarification.

A MOTION was made by Trustee Pope, and seconded by Trustee Parfitt **TO APPROVE THE EXTENSION OF THE COVID-19 VACCINATION POLICY, AND THE EMERGENCY**

FAMILY AND MEDICAL LEAVE EXPANSION ACT AND EMERGENCY PAID SICK LEAVEAS PRESENTED.

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

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

11) CLOSED SESSION (ACTION):

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Parfitt **TO ENTER CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 (C) (1).**

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

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

The Trustees left the open session at 7:48 p.m.

12) CALL TO ORDER:

President Lin called the open meeting to order at approximately 8:50 p.m.

13) ROLL CALL:

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

14) ADJOURNMENT:

A **MOTION** was made by Trustee Tuohy, and seconded by Trustee Parfitt **TO ADJOURN THE OPEN MEETING AT APPROXIMATELY 8:50 P.M.**

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

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

Respectfully submitted by John Tuohy and Andy Kim