

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JANUARY 18, 2023 – 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 6:58 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, Linda Lin, Roger Parfitt, Michael Pope, and Beth Schencker. Present were library management team members Danny Burdett, Becky Halcli, 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: John Tuohy.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) APPROVAL OF RESOLUTION 2023-01-18: TO ACCEPT A RESIGNATION, DECLARE A VACANCY, AND APPOINT A NEW LIBRARY TRUSTEE (ACTION):**

Per the Local Library Act (75 ILCS 5/4-4), the Glencoe Public Library Board of Trustees accepted Trustee Mabel Tung’s resignation effective December 16, 2022. The Library Board recognizes the board vacancy, and shall appoint Glencoe resident George Krafcisin to the Library Board with a motion and second to approve Resolution 2023-01-18 followed by a voice vote.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Fiffer, **TO APPROVE RESOLUTION 2023-01-18 AS PRESENTED.**

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

Ayes: Fiffer, Lin, Parfitt, Pope, Schencker

Nays: None

**5) ADMINISTRATION OF THE OATH OF OFFICE OF THE NEWLY APPOINTED TRUSTEE:**

George Krafcisin was asked to stand and to recite the Oath of Office with his right hand raised. After reciting the Oath, Mr. Krafcisin officially joined the Library Board and took a seat with the Trustees.

**6) CONSENT AGENDA (ACTION):**

- a. Approval of the December 14, 2022 Special Board Meeting (SBM) minutes

**A MOTION** was made by Trustee Pope, and seconded by Trustee Schencker, **TO APPROVE THE DECEMBER 14, 2022 SBM MINUTES AS PRESENTED.**

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

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

Nays: None

- b. Approval of the 3D Printing Policy revision
- c. Approval of the Reimbursement of Expenses Policy revision.

The 3D Printing Policy was edited for clarity by Technical Services & Automation Operations Manager Becky Halcli and Network & Digital Services Librarian Justin Franklin, and reviewed by Trustee Fiffer.

For the Reimbursement of Expenses Policy revision, Trustee Fiffer recommended adding “an” before “amount not less” (page 21 of the board packet).

**A MOTION** was made by Trustee Schencker, and seconded by Trustee Parfitt, **TO APPROVE THE 3D PRINTING POLICY REVISION AS PRESENTED, AND TO APPROVE THE REIMBURSEMENT OF EXPENSES POLICY AS AMENDED.**

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

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

Nays: None

**7) PUBLIC COMMENT:**

There were no public comments.

**8) COMMUNICATIONS:**

There were no comments regarding Communications.

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

There was no report.

**10) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Parfitt updated the Board on the December 2022 finances, the highlight being the receipt of over \$654,000 in Property Tax Revenue. While still behind the expected total, 2022's Property Tax Revenue received ended the year close to \$2 million, with a remaining \$625,000 expected in early 2023. Total expenses for 2022 were at 97% Year-to-Date (YTD) of budget, and at 98.7% for the month of December. December had higher payroll expenditure due to three pay dates. Facilities was at 107% of budget due to plumbing and elevator repair expenses.

Trustee Fiffer asked why Adult Services spent only 83.5% of the amount budgeted for Books in 2022. Head of Adult Services Liz McClain explained that there were a number of factors, including appeal, patron demand, and careful purchasing from staff. President Lin asked about the role of interlibrary loan (ILL) in acquiring titles the library does not have. Head of Circulation Danny Burdett confirmed that ILL usually can provide items requested by patrons.

Trustee Pope noted that Unrestricted Gift donations to the library for 2022 totaled \$12,916.00, which was 157.51% above projection.

- c. Marketing:  
There was no report.
- d. Plan Commission:  
There was no report.
- e. Planning:  
A fourth quarter (Q4) update of the Performance Plan was provided. President Lin requested future Planning updates provide a high level list, separate from the goal and strategy notes, to clarify which items had new information.
- f. Policy & Bylaws:  
There was no report.
- g. Sustainability Task Force (STF):  
President Lin mentioned the task force would present their recommendations for including climate change considerations in the Village's Comprehensive Plan at a January 24 meeting.
- h. Technology:  
The Office 365 email switchover is scheduled for overnight on January 23.

#### **11)BOARD PRESIDENT'S REPORT:**

President Lin noted that in December the Village Nominating Committee concluded vetting candidates for the Library Board for the April 2023 elections. She also referred to the Illinois Library Association (ILA) Trustee Forum as a source of information for board members, including a webinar series slated for spring 2023 and an opportunity for new Trustees to participate in a mock board meeting.

#### **12)REPORT OF THE EXECUTIVE DIRECTOR:**

Director Kim presented a number of updates since the previous SBM to the Trustees:

The Cooperative Computer Services (CCS) Governing Board accepted the membership application from the Mount Prospect Public Library. They are expected to go live in September 2024.

The week of ten community engagement sessions ended on January 12.

Staff anniversaries in December included Circulation Shelver Adam Brottman, 1 year; and Circulation Associate Joan Schneider, 23 years

Head of Adult Services Liz McClain is investigating additional services and extended hours in support of finals week in June.

The Library of Things (LoT) is targeted for a late January launch.

Director Kim met with Hilary Scott and Amy Mysel, members of the Glencoe Council for Inclusion and Community, on December 15 to discuss opportunities to strengthen the library's partnership with them.

He met with members of the Women's Library Club on January 16 to discuss a potential partnership.

Director Kim participated in a webinar on the First Amendment and Illinois public libraries on January 18, along with several other library staff members.

Next month, the Board will consider approving the Illinois Public Library Annual Report (IPLAR), which is an annual requirement of Illinois public libraries. They will also approve dates and times for the next Friends book sale. Trustees will also move into closed session to review past closed session minutes and verbatim recordings.

There is a revised Fiscal Year 2023 Regular Board Meeting (RBM) schedule of business items on page 54 of the Board packet, and an updated organizational chart of page 64.

The December 2022 Glencoe Public Library Statistical Report generated a number of questions from the Trustees. Trustee Fiffer asked why Circulation numbers for December 2022 declined with 24% more Visitors to Library (page 58). L. McClain explained that while more students would enter the library to study for finals, the holidays are typically a period of fewer checkouts. Trustee Krafcisin expressed appreciation for the look of the report, but was uncertain what the overall takeaway should be. Trustee Fiffer also questioned how to interpret "Physical Materials Circulation" (p. 60 of the packet) numbers compared to "Rolling 3 year—Digital Circulation" (page 61). L. McClain offered to provide the data from all of 2022 to put the charts in context. Finally, President Lin and Trustee Parfitt asked about the significance of 1,227 ILLs sent vs. 669 ILLs received. Danny Burdett and Becky Halcli provided context on title availability and the sharing of resources amongst CCS libraries.

**13)NEW BUSINESS (ACTION):**

- a. Approval of the Illinois State Library (ISL) Per Capita Grant application and Expenditures Report:

For 2023, ISL reports that public libraries can receive up to \$1.47 per person served. The library can be awarded a maximum amount of \$13,052.27. The grant application requirements are to review and report on the library's observance of Serving Our Public (SOP) 4.0: Standards for Illinois Public Libraries. The SOP 4.0 is a basic guide for public libraries to review its operations, services, personnel, and facilities to make sure each provides the minimal standards to their service communities.

Director Kim shared some potential projects the library can consider in the memo beginning on page 65 of the Board packet, using Chapters 3–13 of the application format. Any grant money awarded to the library will be used towards paying RTL.

A typo was noted on p. 68 of the packet, to change "March 2022" to "March 2023," and on p. 70 "begin" to "begins." President Lin recommended adding the outdoor lockers, virtual programming, Curbside pickup, and the Beach Branch to "Chapter 4: Access." She also suggested including ILL, the forthcoming LoT, and the Takiff Collection in "Chapter 7: Collection Management". Also noted was the possibility of conducting annual library walkthroughs for Trustees.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Fiffer, **TO APPROVE THE ILLINOIS STATE LIBRARY PER CAPITA GRANT APPLICATION AND EXPENDITURES REPORT AS AMENDED.**

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

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

**14) RESOLUTION IN HONOR OF TRUSTEE MABEL TUNG (ACTION):**

Director Kim presented a resolution to honor former Trustee Mabel Tung, recognizing her work and accomplishments as a member of the Library Board. The Trustees were asked to adopt the resolution after it was read. Mabel will receive a gift from the library which will include a framed copy of her resolution.

The Trustees noted a double comma typo, and requested removal of "and" before "their appreciation" in the second-to-last sentence.

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Krafcisin, **TO APPROVE THE RESOLUTION IN HONOR OF TRUSTEE MABEL TUNG AS AMENDED.**

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

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

**15)CLOSED SESSION:**

There was no closed session.

**16)ADJOURNMENT:**

President Lin adjourned the meeting at 8:20 p.m.

Respectfully submitted by Jeff D'Anastasio