

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 15, 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.

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

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE TRUSTEE PARFITT'S PARTICIPATION IN THE MEETING BY SPEAKERPHONE.**

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

Ayes: Fiffer, Krafcisin, Lin, Tuohy.

Nays: None

2) ROLL CALL:

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

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the January 10, 2023 Committee of the Whole (COTW) meeting minutes
- b. Approval of the January 18, 2023 Regular Board meeting (RBM) minutes
- c. Approval of the Friends Summer Book Sale dates
- d. Consideration to extend library service hours in support of students during finals week

A MOTION was made by Trustee Tuohy, and seconded by Trustee Krafcisin, **TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Tuohy
Nays: None

5) **PUBLIC COMMENT:**

There were no public comments.

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:

There was no report.

b. Finance:

Trustee Parfitt provided the Board an overview of the January 2023 finances, the highlight continuing to be the receipt of more 2022 Property Tax Revenue. Only \$200,000 remains from 2022 and is anticipated to arrive in February. Trustee Tuohy clarified that to date, no 2023 Property Tax Revenue has been received. Projecting ahead, Trustee Parfitt noted that the library could have \$2.5 million available by late 2023, a good cash position for commencing strategic plan projects. Finally, total expenditures for January at 8.4% nearly matched the 8.3% Year to Date (YTD) expected.

Given the positive financial outlook presented, Trustee Krafcisin asked about the library's readiness to implement the strategic plan once it is approved by the Board. Director Kim explained that to date ReThinking Libraries (RTL) had not presented their draft of the plan. Upon receipt of the RTL report, next steps—including using the list of priorities identified by Facilities Supervisor Joe Faust—will be determined.

c. Marketing:

There was no report.

d. Plan Commission:

Page 26 of the board packet contained Trustee Pope's summary of the Plan Commission's January 25 meeting. The community's feedback to the *All In, Glencoe* survey, and discussions with village staff, were presented to the commission as a series of five "Big Ideas" of areas upon which to focus.

Head of Programs and Communications Grace Hayek noted that a community workshop would be held by the Village at the library on March 18.

e. Planning:

Director Kim stated that he was awaiting RTL's draft of the Strategic Plan. Trustee Tuohy asked for highlights from the January 26 Retreat. Board attendees noted that the

condition and use of the building were mentioned frequently in the community survey and focus group results. Many felt one takeaway was that the community results represented the views of older patrons and members, and under-represented younger people and families. Trustees Parfitt and Fiffer expressed appreciation for hearing ideas and comments from the library staff in attendance.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

President Lin provided a supplement to the board packet outlining recent STF activities.

h. Technology:

Page 29 of the board packet reported the completion of the email migration to Microsoft 365. An interactive online form to reserve the Hamil Room has been created and any issues with its performance are being addressed. A similar form to reserve the Hammond Room is planned.

9) BOARD PRESIDENT'S REPORT:

President Lin updated the Board on forthcoming Illinois Library Association (ILA) Trustee Training sessions: March 4—Buildings & Grounds; April 1--Finance for Trustees; May 13-- Mock Board Meeting.

10) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided the Board with the following updates since the January RBM:

Audit fieldwork is expected to begin the week of March 13 with a target of presenting the annual financial report at the June 21 RBM.

Facilities Associate Juan Rodriguez and his wife Maria welcomed their baby boy Gian on February 8. Everyone is well!

Our other Facilities Associate Charles Jacob has been working a temporary full-time schedule with both Joe Faust and Juan Rodriguez out on leaves. Charles has been doing an excellent job, and staff have shared that he's attentive, and quick to address facilities issues.

Adult Services Librarian Andrea Tucci celebrated her one-year work anniversary last month.

The Library of Things was launched on February 1, and Director Kim thanked the staff involved in every facet of its preparation.

A Personnel Report (beginning on page 39 of the Board Packet) was noted. Its goal in part was to provide a clear comparison of 2021 and 2022 staffing. Of the four new hires in 2022, 3 were to fill vacancies in existing positions (2 Adult Services, 1 Circulation), and one was a new part-time position in Facilities.

He thanked the Trustees and staff members who participated in the strategic planning retreat on January 26.

A continuing education (CE) report from Children's Librarian Emily Fogle is on page 41 of the board packet. Emily attended the LibLearnX Conference held in New Orleans.

Trustee Fiffer asked whether the current month visitors percentage of 68% for January 2023 as compared to January 2022 (board packet, page 32) should be a source of concern. Director Kim replied that while the number showed fewer in person visits, the amount of library virtual programming and YouTube videos should also be considered. As an example, Liz McClain pointed to the recent BookNews event slated for the Takiff Center being moved to an online format at the request of many patrons.

Trustee Tuohy observed that the outdoor lockers were used nine times in January, a 33% decline from January 2022 (board packet, page 33).

11) NEW BUSINESS (ACTION):

- a. Approval of the 2023 Illinois Public Library Annual Report (IPLAR):

Director Kim explained the purpose and context for the IPLAR. It is an annual requirement of submitting specific data packs to the state library, and reports data from January 1 to December 31, 2022. As a collaborative management team effort, he thanked the Department Heads for their work. He proceeded to highlight sections of the report.

Trustee Krafcisin commented that RTL should have the IPLAR available to aid their findings.

A MOTION was made by Trustee Tuohy, and seconded by Trustee Krafcisin, **TO APPROVE THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT AS PRESENTED.**

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

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

12) CLOSED SESSION:

A MOTION was made by Trustee Tuohy, and seconded by Trustee Krafcisin, **TO ENTER CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 (C) (21).**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Tuohy
Nays: None

The Trustees left Open Session at 7:53 p.m.

Trustee Parfitt exited the meeting during closed session.

13)CALL TO ORDER:

President Lin called the open meeting to order at approximately 8:10 p.m.

14) ROLL CALL:

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

15)NEW BUSINESS:

Trustees approved the draft minutes of the closed sessions of July 20, 2022, and December 15, 2022.

Trustees conducted the semi-annual review of all approved minutes of past closed sessions that have not been released, to determine if any of the unreleased minutes no longer need to be kept confidential to protect the public interest or the privacy of an individual.

By separate voice votes, all unanimous, the Trustees decided to keep the following closed session minutes confidential:

April 15, 2015; May 14, 2015; June 18 2015; September 16, 2015; February 2, 2016; February 4, 2016; February 10, 2016; January 15, 2020; September 16, 2020; December 16, 2020; February 16, 2022; July 20, 2022; December 15, 2022.

Trustees reviewed the status of verbatim recordings of past closed sessions. By separate voice votes, all unanimous, the Trustees decided to keep the following closed session verbatim recordings confidential:

September 14, 2021; December 15, 2021; February 16, 2022; July 20, 2022; December 15, 2022.

16)ADJOURNMENT:

A MOTION was made by Trustee Tuohy, and seconded by Trustee Fiffer **TO ADJOURN THE OPEN MEETING AT APPROXIMATELY 8:12 P.M.**

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

Ayes: Fiffer, Krafcisin, Lin, Tuohy

Nays: None

Respectfully submitted by Jeff D'Anastasio and John Tuohy