

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MARCH 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 7:14 p.m.

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

A MOTION was made by Trustee Parfitt, and seconded by Trustee Tuohy, **TO APPROVE TRUSTEE KRAFCISIN'S PARTICIPATION IN THE MEETING BY SPEAKERPHONE.**

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

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

Nays: None

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, 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 Friends Board President Marti Wick and library staff member Jeff D'Anastasio. Absent: Trustee Beth Schencker.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the February 15, 2023 Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Tuohy, and seconded by Trustee Fiffer, **TO APPROVE THE FEBRUARY 15, 2023 RBM MINUTES AS PRESENTED.**

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

Ayes: Fiffer, Krafcsin, Lin, Parfitt, Pope, 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:

President Wick reported a successful March Book Sale, with total proceeds of \$7,713. The sale outperformed the prior summer and fall totals, with Sunday, March 5 tying the record for the highest Sunday take. President Wick thanked Head of Programs & Communications Grace Hayek and Coordinator Natalie Brottman for creating new signs to promote the sale. Finally, she summarized the February donation of Friends' funds to various library programs.

8) COMMITTEE REPORTS:

a. Building & Grounds:

Director Kim presented a report from Facilities Supervisor Joe Faust and Associate Juan Rodriguez of seven maintenance projects that they will tackle this year, in addition to the Elevator Pump and Periodical Storage Rooms renovation (beginning on page 12 of the Board packet).

b. Finance:

Trustee Parfitt summarized the highlight of the February 2023 finances as what was not present: no 2023 Property Tax Revenue has been received to date. On a positive note, overall spending was comfortably in line with Year to Date (YTD) expectations. Director Kim noted that higher than projected Interest Income and Personal Property Replacement Tax (PPRT) revenues helped to mitigate the lack of Property Tax Revenue.

c. Marketing:

Director Kim recounted how Adult Services intended BookNews event for January 17 was cancelled in light of patron resistance to meeting in person, and the Adult Services team's quick response.

d. Plan Commission

Page 29 of the packet is a summary of the Commission's February 22 meeting where members provided feedback to draft documents

of the Village's *All In, Glencoe* comprehensive plan. The Village will hold an open house event about the plan on March 18 in the library's Forte Room from 9:00 a.m.-11:00 a.m.

e. Planning

As an update to the strategic planning process, the Board held a Committee Of The Whole (COTW) meeting prior to the start of tonight's RBM. The Board will plan to call another COTW on April 3 to share feedback on the second round of drafts. The strategic plan will be presented for Board approval at the April 19 RBM.

f. Policy & Bylaws

On March 9, President Lin and Trustee Fiffer met with Director Kim and Children's Services & Public Operations Manager Ann Finstad to work on the revision to the Personnel Policy Manual. It was decided to extend the time to work on the manual through the summer as there are elements in there that will need to be modified to reflect pending changes in Illinois law, such as paid leave for hourly employees.

g. Sustainability Task Force (STF)

Pages 31-32 of the packet provide a summary of live attendance numbers and YouTube views for the environmental-themed programs presented by the library and STF (some that included other partnering agencies). The months represented are from November 2021 to December 2022. The attendance and views data reflect counts through December 31, 2022.

h. Technology

There was no report.

9) BOARD PRESIDENT'S REPORT:

There was no report.

10) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim summarized recent developments since the February RBM:

Monica Harris was announced as the new Director of the Reaching Across Illinois Library System (RAILS).

He thanked the Friends for their ongoing and generous support of library. Last month, the Friends Board approved gift requests to continue funding both Susan Benjamin programs, and Big Books.

Audit fieldwork took place on March 14. The 2022 Audit report is expected to be presented at the June 21 RBM.

The management team and he led an allstaff meeting on February 27, most of which was providing training on how to respond to First Amendment audits.

He met with Assistant Village Manager Sharon Tanner on March 1 to discuss the possibility of the library expanding its partnership with the Glencoe Council for Inclusion and Community (GCIC).

A meeting was held on March 10 with Trustee Krafcisin, and Jessica Kinzelman of the STF to discuss adding rain barrels on the library premises.

He thanked Trustees Fiffer, Krafcisin, Lin, and Parfitt for joining him in attending the Illinois Library Association (ILA) Trustee Forum workshop "Library Buildings—Planning For The Future" webinar on March 4.

Director Kim noted a big thank you to Grace Hayek for being the lead on coordinating the Writers Theatre's promotional shoot on March 6.

11) NEW BUSINESS (ACTION):

- a. Consideration to approve the Elevator & Pump Room renovation project

The proposal is only for the demolition and construction phase of the project. The proposal comes from Absolute Home Improvements, Inc. of Highland Park in the amount of \$7,192. Absolute was the contractor that worked on the past bathrooms and Technical Services renovation projects.

There are five phases to the project beginning with demolition and construction. The Facilities team will complete the finishes to the space, which include painting, flooring, and installing new ceiling tiles. Joe Faust will hire services to complete the

plumbing, HVAC, and electrical components. All costs will be expensed to the operating budget.

A MOTION was made by Trustee Pope, and seconded by Trustee Parfitt, **TO APPROVE THE ELEVATOR & PUMP ROOM RENOVATION PROJECT AS PRESENTED.**

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

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

Nays: None

- b. Consideration to keep the COVID-19 Vaccination Policy and the Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave (EPSL) Policy active

Both policies were reviewed by Trustee Fiffer, Ann Finstad, and Director Kim. We feel neither require revisions and should remain active.

A MOTION was made by Trustee Parfitt, and seconded by Trustee Pope, **TO APPROVE KEEPING THE COVID-19 VACCINATION AND THE EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT, AND EPSL POLICY ACTIVE.**

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

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

Nays: None

- 12) CLOSED SESSION:**
There was no Closed Session.

- 13) ADJOURNMENT:**
President Lin adjourned the meeting at 8:00 p.m.

Respectfully submitted by Jeff D'Anastasio