

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, APRIL 19, 2023 – 7:00 P.M.  
HAMMOND ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER:**

Vice President Parfitt called the meeting to order at 7:00 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Roger Parfitt, Beth Schencker and John Tuohy. Present were library management team members Danny Burdett, Becky Halcli, Liz McClain, and Andrew Kim, Executive Director. Also present were Trustee-Elect Nan Weiss-Ham, Friends Board President Marti Wick, and library staff member Jeff D’Anastasio. President Linda Lin arrived at 7:10 p.m. Absent: Trustee Michael Pope.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

- a. Approval of the March 15, 2023 Committee Of The Whole (COTW) meeting minutes
- b. Approval of the March 15, 2023 Regular Board meeting (RBM) minutes
- c. Approval of the April 3, 2023 COTW meeting minutes

A removal of the work “sick” from the following statement in the March 15, 2023 RBM minutes was recommended: “such as paid sick leave for hourly employees.”

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Krafcisin, **TO APPROVE THE MARCH 15, 2023 AND APRIL 3, 2023 COTW MINUTES AS PRESENTED, AND TO APPROVE THE MARCH 15, 2023 RBM MINUTES AS AMENDED.**

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

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

Nays: None

- d. Approval of the Investment Policy revision.

Trustee Krafcsin requested adding the words “and in not less than one year” after “periodically” in the “Investment Objectives” (Board packet, page 14). Also, Trustees agreed that replacing “over” with “on” in the last sentence of the policy was more accurate (Board packet, page 19).

**A MOTION** was made by Trustee Tuohy, and seconded by Trustee Schencker, **TO APPROVE THE INVESTMENT POLICY REVISION AS AMENDED.**

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

Ayes: Fiffer, Krafcsin, Lin, Parfitt, Schencker, 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 updated the Library Board on the continuing success of the Friends’ appeal for monetary donations. She expressed concern that donations of sale-worthy physical materials had slowed. The Friends will decide at their May 2 meeting if the next book sale dates are delayed until September. She intended to have Head of Programs & Communications Grace Hayek mention the need for donations in the library’s weekly e-newsletter.

**8) COMMITTEE REPORTS:**

- a. Building & Grounds:

Director Kim referred Trustees to page 26 of the meeting packet, with three project updates from Facilities Supervisor Joe Faust: Northeast brick pavers, Elevator Pump & Periodical Storage Rooms, and Hammond Room carpeting. He noted that as of April 14 the Elevator & Periodical Storage Room work was complete and staff would resume using the space on April 20. Finally, a new company was contracted for the annual rodding of the building’s drain tile.

- b. Finance:

Trustee Parfitt highlighted the receipt of delayed Property Tax Revenue for the current year--of nearly \$775,800--as the biggest change since last month. This resulted in a \$587,154 increase in Total Assets for March. He expressed concern that there is an amount remaining from 2022 that has not been received. An inquiry to

the Village Finance Department has been sent. Trustee Parfitt also noted that expenses for the month were in the expected ranges.

- c. Marketing:  
There was no report.
- d. Plan Commission  
The meeting packet had an update from Trustee Pope on the Plan Commission's March 22 meeting. Of note was the March 18 open house held at the library. Around 25 people attended, and their feedback was used by Teska Associates, the consultants for the Village Comprehensive Plan.
- e. Planning  
There was no report.
- f. Policy & Bylaws  
There was no report.
- g. Sustainability Task Force (STF)  
There was no report.
- h. Technology  
There was no report.

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

President Lin congratulated returning Board members and welcomed Trustee-Elect Weiss-Ham. She mentioned that roles on Board committees would be determined soon and urged Trustees to express their preferences.

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

Director Kim highlighted developments since the last RBM:

The Cooperative Computer Services (CCS) operating budget for Fiscal Year 2023-2024 was passed on April 12 by the Governing Board. Membership fees remained flat, but the standard 3-5% increase for OCLC fees was approved. In addition, CCS staff have had preliminary discussions with the Waukegan Public Library about membership. They would like to follow the migration schedule for the Mount Prospect Public Library, which is planned for a "go live" in October 2024.

Director Kim, Public Operations and Children's Services Manager Ann Finstad, President Lin and Trustee Fiffer met on April 13 to continue working on a full revision of the Personnel Policy Manual. Intended presentation to the Board slated for early Fall 2023.

Staff attended memorial services for former Library Director Tom Forte, and Friends President Marti Wick's husband, John.

Bobby Slotkin, the youngest son of former Adult Services Associate Lorraine Marks, passed away on March 31, and several staff attended his memorial service. Mr. Slotkin chose the library for any donations to be made in his memory. As of April 17, the library received over 30 donations totaling nearly \$5,000. Director Kim expressed the library's thanks to Lorraine, and Doug and Steve, Bobby's two older brothers.

He noted participating with President Lin and Trustees Krafcisin and Parfitt in the Illinois Library Association Trustee Forum on April 1, "Library Finance for Trustees."

The May 17 board meeting will be the annual meeting where newly elected Trustees will take the Oath of Office and resolutions honoring exiting Trustees will be presented. There will also be a slate of board officers and committee rosters presented, as well as a scheduled review of the Gift & Fundraising Policy.

He referred the Library Board to pages 47-49 of the meeting packet, a report created by Ann Finstad that provides a 5-year overview of library visits and patron activities, specifically borrowing and program attendance. Director Kim praised the report, and thanked Ann and the management team for working on it.

Two continuing education (CE) summaries from Children's Librarians Emily Fogle and Susan Schober for their participation at the Illinois Youth Services Institute event last month were included in the meeting packet.

**11) NEW BUSINESS:**

- a. Consideration to approve the 2023-2028 Strategic Plan overview, the revised Mission Statement, and the adoption of the Vision and Values Statements

Director Kim referred the Trustees to pages 54-60 of the meeting packet, where the final revisions to the Mission, Vision, and Values Statements and overview of the library's next strategic plan were presented.

He and the management team propose a five-year strategic plan set to end December 31, 2028, a total of 68 operational months. A building renovation is the focus of the plan, and that cannot be rushed.

They are confident that the potential projects set under Organizational Development, Enhanced Services & Resources, and Expanded Outreach can be accomplished within two fiscal years, but some time will be needed to see how

these projects would affect a renovation. The Board and he will also need time after those changes to focus efforts on renovation design and funding.

As agreed, there are four Areas (goals):

- Improved Facilities
- Organizational Development
- Enhanced Services & Resources
- Expanded Outreach

Trustee Fiffer proposed the following edits: periods at the end of the Mission, Vision, and each Value Statements for consistency; under Area 1's Initiatives, change "abilities" to "ability"; under Area 4s Initiatives, strike "to benefit the community" from the second initiative.

Trustee Fiffer felt that the Intellectual Freedom Value statement needed to be strengthened as it was too general. The Board members proposed and debated several wordings, with input from Liz McClain sharing the American Library Association's statement on intellectual freedom. Ultimately, consensus was reached: "Intellectual Freedom: Upholding the right of patrons to seek and receive materials and resources through which any and all perspectives may be explored."

Trustee Parfitt recommended removing the word "wide" after "building" from the "Area 1: Improved Facilities/Initiatives."

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Krafcisin, **TO APPROVE THE 2023—2028 STRATEGIC PLAN OVERVIEW, REVISED MISSION STATEMENT, AND THE ADOPTION OF THE VISION AND VALUES STATEMENTS AS AMENDED.**

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

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

Nays: None

After the Motion passed, discussion turned to immediate next steps. Director Kim referred to the role the Annual Performance Plan in June could play and proposed a planning meeting with ReThinking Libraries (RTL). Trustee Tuohy questioned the need to include RTL further, and Director Kim and President Lin acknowledged that the consultants' role would be limited. However, both felt that RTL could provide information on best practices for initial steps, and ongoing metrics to measure the success of a Strategic Plan. Trustee Parfitt mentioned that touring libraries that had undergone recent renovation projects would also be useful to the Library Board.

**12) CLOSED SESSION:**

There was no closed session.

**13) ADJOURNMENT:**

President Lin adjourned the meeting at 8:23 p.m.

Respectfully submitted by Jeff D'Anastasio