

**ANNUAL BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MAY 17, 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 7:11 p.m.

2) ROLL CALL:

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

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the April 19, 2023 Regular Board Meeting (RBM) minutes

A date correction of the Friends meeting from May 2 to May 25 was recommended (page 4 of board packet).

A MOTION was made by Trustee Tuohy, and seconded by Trustee Parfitt, **TO APPROVE THE APRIL 19, 2023 RBM MINUTES AS AMENDED.**

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

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

Nays: None

5) ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY ELECTED AND RE-ELECTED TRUSTEES:

Director Kim welcomed and asked the Trustees, in alphabetical order by last name, to stand and recite the Oath of Office with one hand raised. Trustees Fiffer, Krafcisin, Lin, Parfitt and Weiss-Ham recited the Oath in turn.

6) RECESS:

President Lin called for a recess at 7:16 p.m.

7) CALL TO ORDER:

President Lin called the meeting back into order at 7:20 p.m.

8) ROLL CALL:

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

9) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

10) CONSENT AGENDA:

- a. Approval of the Gift & Fundraising Policy revision

Trustee Krafcisin recommended clarifying the “Pledge Gifts” section of the policy (page 19 board packet) by removing the final sentence from paragraph two and placing a newly worded version at the end of paragraph three: “In the event of an unfulfilled pledge, any payments received will remain with the Library.”

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE GIFT & FUNDRAISING POLICY REVISION AS AMENDED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham

Nays: None

11) PUBLIC COMMENT:

There was no public comment.

12) COMMUNICATIONS:

There were no comments regarding Communications.

13) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick announced that the Friends would postpone the June book sale. At their upcoming May 25 meeting they will consider new dates for September.

14) COMMITTEE REPORTS:

- a. Building & Grounds:

There was no report.

- b. Finance:

Trustee Parfitt reported that the April financial picture revolved around receiving 2023 Property Tax Revenue at the expected rate, while noting that the 2022 Property Tax Revenue shortfall was around \$400,000.00. Overall, Total Expenditures of nearly 31% aligned with the 33% expected Year To Date (YTD). President Lin asked about the Cash-General showing a deficit for March and April. Director Kim explained that transfers for bill payments at the end of the month

sometimes occur after the bank statements close. Trustee Parfitt noted the significant number of donations to the library in memory of Bobby Slotkin. Director Kim confirmed that he and Technical Services & Automation Operations Manager Becky Halcli would be in contact with the family about how to use the funds.

c. Marketing:

There was no report.

d. Plan Commission:

There was no report.

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

President Lin updated the Library Board on the STF's efforts to include a sustainability initiative in the Village's All In, Glencoe planning, and to promote the upcoming Compost Week and June 3 Donate & Recycle Day.

h. Technology

Becky Halcli addressed the planned placement of a new 360 degree security camera in the Lower Level for the nonfiction stacks and elevator corner. Trustee Fiffer recommended consideration of how footage would be monitored and stored over time, particularly in terms of the Library's liability.

15)BOARD PRESIDENT'S REPORT:

There was no report.

16)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim reported on the following developments since the last RBM:

He announced the forthcoming retirement of Head of Adult Services Liz McClain after 15 years as a staff member. She will work through December 31, 2023.

He recognized six staff members who celebrated their work anniversaries recently: five in March and two in April:

For March, Head of Circulation Services Danny Burdett (24); Head of Programs & Communications Grace Hayek (9, though with the Library for almost 20); Circulation Assistant Nick Rumas (9); himself (7); Children's Services Coordinator Michelle Litchman (4).

For April, Shelver Mildred Shepherd (16); Children's Librarian Linda Patchett (7).

At the June 21 RBM, the 2022 annual financial report will be presented by Lauterbach & Amen. The new annual performance plan will also be unveiled and discussed. The COVID-19 Vaccination Policy and the Emergency Family Medical Leave Expansion Act and Emergency Paid Sick Leave Policy will be reviewed.

17)RESOLUTION IN HONOR OF RETIRING TRUSTEE JOHN TUOHY:

Director Kim thanked John Tuohy for his incredible service to the library. John has served on the Library Board for 14 years. He has graciously accepted invitations to be appointed and has successfully been elected and re-elected. John has served at least once in each officer position and chaired four committees.

Director Kim read the Resolution (page 51 of the board packet).

A MOTION was made by Trustee Pope, and seconded by Trustee Parfitt, **TO APPROVE THE RESOLUTION IN HONOR OF RETIRING TRUSTEE JOHN TUOHY AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham

Nays: None

18)NEW BUSINESS:

- a. Consideration to approve the estimate for repairs to the bay windows

Director Kim informed the Board that repair to the bay windows is one of the seven maintenance projects that the Facilities team has planned in 2023. There are four bay windows in need of repair and re-glazing, most prominently the Johnson Room's.

Facilities Associate Juan Rodriguez received six estimates. They ranged from \$5,125 to \$26,495. All six companies confirmed their estimates reflected Prevailing Wage. After discussion, the Facilities team and the Director recommend that the Library Board accept the estimate provided by Rigo's Painting and Remodeling in the amount of \$7,200.00.

A MOTION was made by Trustee Parfitt, and seconded by Trustee Fiffer, **TO APPROVE THE ESTIMATE FOR REPAIRS TO THE BAY WINDOWS AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham

Nays: None

- b. Approval of the Slate of Library Board Officers and Committees

The Nominating Committee of President Lin and Trustee Tuohy have connected with the Trustees, and put forth the following slate for consideration:

Roger Parfitt (President), Jim Fiffer (Vice President), Linda Lin (Treasurer), and Beth Schencker (Secretary).

Building & Grounds (Parfitt, Chair and Lin), Finance (Lin, Chair and Parfitt), Marketing (Schencker, Chair and Pope), Personnel (Parfitt and Fiffer), Planning (Krafcisin), Policy & Bylaws (Fiffer), and Technology (Weiss-Ham).

Michael Pope will continue to represent the Library Board with the Plan Commission, and Linda Lin will continue to serve on the STF.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Pope, **TO APPROVE THE SLATE OF LIBRARY BOARD OFFICERS AND COMMITTEES AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham
Nays: None

Trustee Lin pointed out one correction to page 59 of the Board Packet for "2020-21" she was the Board Vice President and Trustee Grosch was an At-Large member.

19)CLOSED SESSION:

There was no Closed Session.

20)ADJOURNMENT:

Trustee Lin adjourned the meeting at 8:08 p.m.

Respectfully submitted by Jeff D'Anastasio