

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 20, 2023 – 7:00 P.M.
HAMMOND ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

APPROVED MINUTES

1) CALL TO ORDER:

President Parfitt called the meeting to order at 7:00 p.m. He entertained a motion to approve Trustee Lin’s participation in the meeting via speakerphone.

A MOTION was made by President Parfitt, and seconded by Trustee Pope, **TO APPROVE TRUSTEE LIN’S PARTICIPATION IN THE MEETING VIA SPEAKERPHONE DUE TO A FAMILY EMERGENCY.**

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

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

2) 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, Grace Hayek, and Andrew Kim, Executive Director. Also present were 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 August 16, 2023 Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Fiffer, and seconded by Trustee Schencker, **TO APPROVE THE AUGUST 16, 2023 RBM MINUTES AS PRESENTED.**

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

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

- b. Review of the COVID-19 Vaccination Policy

Trustees agreed to renew the COVID-19 Vaccination Policy, with the caveat that Director Kim will confirm whether “booster” or “vaccination” should be used in the “Scope” section.

- c. Review of the Emergency and Family Medical Leave Expansion Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy
Trustee Krafcisin pointed out a typo in the “Amount of Pay” section of the EPSL Policy—should be “5-6” not “5-7” (Board Packet page 15).
- d. Approval of the Hamil Conference Room Policy revision
The revision of the Hamil Conference Room Policy was approved. Trustee Parfitt inquired whether usage of the room is tracked. Children’s Services & Public Operations Manager Ann Finstad answered that the information is available.
- e. Approval to remain open until 7:00 p.m. on Friday, November 24, 2023 to participate in the Village of Glencoe’s Light the Lights event.
Access will be restricted to the first floor for a story time and/or craft activity. Patron services will not be available from 6:00 p.m.—7:00 p.m.

A MOTION was made by Trustee Pope, and seconded by Trustee Fiffer, **TO APPROVE THE COVID-19 VACCINATION POLICY AS PRESENTED, THE EFMLA AND EPSL POLICY AS PRESENTED, THE HAMIL CONFERENCE ROOM POLICY REVISION AS PRESENTED, AND THE REMAIN OPEN UNTIL 7:00 P.M. FOR THE LIGHT THE LIGHTS EVENT ON NOVEMBER 24, 2023, AS PRESENTED.**

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

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

5) PUBLIC COMMENT:

There was no public comment.

6) COMMUNICATIONS:

Trustees noted two complaints from the same patron about a library event not being available to livestream.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends have been focused on preparations for their September 29—October 2 Book Sale.

8) COMMITTEE REPORTS:

a. Building & Grounds:

President Parfitt reminded the Board that the Maturity Date for the library’s HVAC loan is June 1, 2024.

b. Finance:

Trustee Lin summarized the August finances as ordinary and on track. She asked the Board to keep in mind that the Property Tax Revenue expected for the second half of this year will be delayed until December 1.

- c. Marketing:
Head of Programs & Communications Grace Hayek presented the library's new gift bag for new library cardholders. The recyclable paper bag has a Glencoe Public Library pen and brochures about the library and the Friends. A sticky memo pad and stickers are also included. Finally, the bag contains a foam cut-out speech bubble stating "I just got my Glencoe library card!" for a photo opportunity.
- d. Plan Commission:
Page 41 of the Board Packet summarized an August 23 meeting of the Plan Commission.
- e. Planning:
There was no report.
- f. Policy & Bylaws:
There was no report.
- g. Sustainability Task Force (STF):
Upcoming activities include a Sustainability Open House in partnership with West School, and a skygazing night (Trustee Lin). Trustee Krafcisin added that the STF will vote on the final version of their sustainability plan to present to the Village for inclusion in the All In, Glencoe Comprehensive Plan.
- h. Technology
Trustee Weiss-Ham presented Network & Digital Services Librarian Justin Franklin's report (page 42 Board Packet). Updates included an upcoming network security test slated for October. Three library security cameras have been replaced with newer models. A new calendar system is being investigated due to the current provider sunsetting their product. Finally, the library's chat feature has been disabled.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared the following for his report since the last RBM:

The Warren-Newport library went live on September 6, making them the 29th member of the CCS consortium. He thanked the library staff who worked that weekend while the system was offline.

On September 7, the Friends approved staff gift requests in the amount of \$10,921 in new funds and the reallocation of \$200 in existing funds.

The Glencoe Caucus reached out about the library hosting an informational event during the week of January 28, 2024, with presentations by the Village, Park District,

and Library Board Presidents. It would be in person in the Forte Room and livestreamed. The Hammond Room would be used as a viewing/overflow room.

Two finalist interviews are scheduled for the Head of Adult Services position. The first will take place September 21 and the second on September 27.

Head of Circulation Services Danny Burdett announced the hiring of a new Circulation Assistant, Lisa Merrill. Lisa's first day was September 11. Ann Finstad announced the hiring of a new Youth Information Professional, Jennifer Schwall, whose first day was September 22.

Five staff members celebrated their work anniversaries last month: Heidi McGarry 11 years; Jeff D'Anastasio 7 years; Joe Faust 3 years; Sylvana Osorio 3 years; and Juan Rodriguez 2 years. He thanked all of them for their hard work and dedication to the community.

In October, Director Kim will present the 2023 levy and a draft of the 2024 operating budget at the RBM. He will also seek approval of the 2024 RBM schedule and present the 2024 policy review schedule.

Trustee Weiss-Ham asked for more details about a September 19 Park District meeting. Director Kim and President Parfitt highlighted their participation in a civic leaders focus group as part of launching the Park District's comprehensive planning project.

10)NEW BUSINESS:

There were no items before the Board.

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 7:44 p.m.

Respectfully submitted by Jeff D'Anastasio