

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 18, 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 6:58 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present were library management team members Ann Finstad, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present were Friends Board President Marti Wick, library staff member Jeff D’Anastasio, and an unidentified member of the public. Absent: Beth Schencker.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the September 20, 2023 Regular Board Meeting (RBM) minutes
A few wording clarifications were noted for the September 20, 2023 minutes. The reason for Speakerphone attendance was added: “due to a family emergency.” (Board Packet [BP] page 3); word change of “Presented” instead of “Amended” for the approval of the COVID-19 Vaccination Policy (BP 4); missing word “worked” added to “He thanked the library staff...” sentence (BP 5).

A MOTION was made by Trustee Pope, and seconded by Trustee Fiffer, **TO APPROVE THE SEPTEMBER 20, 2023 RBM MINUTES AS AMENDED.**

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

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

- b. Approval of the Fiscal Year 2024 RBM schedule

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin, **TO APPROVE THE FISCAL YEAR 2024 RBM SCHEDULE AS PRESENTED.**

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

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

Nays: None

- c. Consideration to permit an in-library Staff Holiday Party

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Pope, **TO PERMIT AN IN-LIBRARY STAFF HOLIDAY PARTY.**

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

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

Nays: None

- d. Consideration to extend library service hours in support of students during finals week

A MOTION was made by Trustee Weiss-Ham, and seconded by Trustee Krafcisin, **TO EXTEND LIBRARY SERVICE HOURS IN SUPPORT OF STUDENTS DURING FINALS WEEK.**

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

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

Nays: None

5) PUBLIC COMMENT:

There was no public comment.

6) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

The Friends Book Sale was a success, with proceeds of \$7,689. The Monday bag sale (\$4 per bag of items) made a record \$500. President Wick thanked the Facilities staff and Technical Services and Automation Operations Manager Becky Halcli for all their help in preparing for the sale. The Friends also recently sent out a new appeal letter for donations.

7) COMMUNICATIONS:

There were no comments regarding Communications.

8) COMMITTEE REPORTS:

- a. Building & Grounds:
There was no report.

- b. Finance:

Trustee Lin noted that no Property Tax Revenue was received in September, and the expectation is that further installments will be delayed until December 1. September's Total Expenditures of nearly \$216,000 was in line with regular monthly spending. She was pleased to report that total spending for the year was 68.36% compared to the expected 75% Year To Date (YTD).

- c. Marketing:
There was no report.
- d. Plan Commission:
Trustee Pope presented a summary of a September 27 meeting concerning the All In, Glencoe Comprehensive Plan and downtown development (BP 27).
- e. Planning:
A Committee Of The Whole (COTW) meeting will be held November 15 to discuss progress towards a building renovation.
- f. Policy & Bylaws:
The schedule for the Fiscal Year 2024 Policy Review was presented (BP 30-31).
- g. Sustainability Task Force (STF):
Upcoming dates mentioned by Trustee Lin included a Winnetka drop off recycling event on October 21, a November 4 pumpkin smash in Glencoe, and stargazing at the Glencoe Golf Club with the library telescope on November 6. Trustee Krafcisin noted that the STF's recommendations for the Comprehensive Plan would be presented to the Village Board on October 19.
- h. Technology
Trustee Weiss-Ham summarized the Technology Committee report (BP 32).

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim highlighted updates since the last RBM in his report.

The September monthly statistical report prompted President Parfitt to ask about the distinctions between the Advantage and Overdrive eContent platforms. Head of Adult Services Liz McClain and Ann Finstad explained the different aspects of each offering.

Trustee Fiffer asked if any 3D Print requests were ever denied. Becky Halcli clarified that only the size or format of a proposal could be a hinderance, and such occasions were rare. Trustee Lin recommended that the report use the word "jobs" instead of "requests" for the 3D Printer numbers. Becky reported post-RBM that the wording will change to "Successful 3D Prints."

10)NEW BUSINESS:

- a. Presentation of the Third Quarter 2023 Implementation Plan update
The management team is reporting progress for a handful of projects. Beginning on Board Packet page 41, the updates are in green text.
- b. Consideration to approve the new Employee Classification and Salary Scale

Ann Finstad highlighted the approach and methodology used to evaluate and create the new classifications and scale. Three projections and their subsequent effects on the salary scale were explained to the Board: Projection 1 (2.5% Consumer Price Index [CPI] as of August), Projection 2 (4.0% CPI anticipated December), and Projection 3 (5% suggested by President Parfitt).

Director Kim added that a further step in the Classification and Salary process will be the creation of a Total Compensation Philosophy to guide future salary and wage increases. There is also consideration of performing employee evaluations on work anniversary dates instead of at the end of each year.

A MOTION was made by Trustee Lin, and seconded by Trustee Fiffer, **TO APPROVE THE NEW EMPLOYEE CLASSIFICATION AND SALARY SCALE AS PRESENTED.**

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

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

Nays: None

c. Approval of the 2023 Property Tax Levy request

Director Kim made sure the Board had a revision of the request that fixed some calculation errors when comparing the current fiscal year to next fiscal year.

The levy presentation is the penultimate step in the project schedule, which will conclude with a presentation of the Fiscal Year 2024 operating budget at the November RBM for board approval. For context, Director Kim included figures from the working draft of the Fiscal Year 2024 operating budget.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE 2023 PROPERTY TAX LEVY REQUEST AS PRESENTED.**

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

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

Nays: None

11)CLOSED SESSION:

There was no Closed Session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:32 p.m.

Respectfully submitted by Jeff D'Anastasio