

**COMMITTEE OF THE WHOLE MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 15, 2023 – 6:00 P.M.
HAMMOND ROOM
320 PARK AVE, GLENCOE, ILLINOIS 60022**

APPROVED MINUTES

1) CALL TO ORDER:

President Parfitt called the meeting to order at 6:02 p.m.

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 Becky Halcli, Liz McClain, 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) PRESENTATION OF FINDINGS AND INFORMATION IN SUPPORT OF A BUILDING RENOVATION:

Director Kim provided a building renovation overview based on the following:

a. Building renovation timeline

He referred the Board to the Building Renovation Committee’s information packet. The packet began with an overview of the renovation timeline (page 2), culminating in a completed building renovation by December 2028.

Page 3 listed the completed “Preliminary Steps”:

- A building space needs audit was completed in April 2020 with ThirdWay Brand Trainers.
- A Capital Needs Assessment (CNA) was completed in December 2021 with Engberg Andreson.
- Community feedback was collected earlier this year with ReThinking Libraries as part of the strategic planning process.
- President Parfitt and Trustee Krafcisin were appointed to the Building Renovation Committee in July.
- Trustees and management team members toured four libraries in August that had either recently renovated or that shared similar facility issues.

2024 is the “Decision to Build” stage of the renovation which will consist of two key goals:

1. Begin partnership with an architectural firm to design the renovation.
2. Determine how the renovation will be financed.

b. Existing square footage

One suggestion from the Building Renovation Committee was to provide the Board with an analysis of how the building’s existing square footage is used. The Facilities team provided rough measurements that began on page 7. Included was the total square footage by floor and by use (patron, staff, mechanical, and Friends).

Director Kim emphasized that the greatest intangible aspect of the renovation is the building’s character. Throughout the strategic planning process, many residents expressed their love of the building’s character or charm. There is a feeling patrons have when they are in the library of comfort and hominess—the library is a genuine third place. There are elements of the building deemed sacred, particularly the Johnson Room’s bay window, fireplace, and barrel-vaulted ceiling.

c. 2021 Capital Needs Assessment (CNA)

The renovation should address as many of the building issues identified in the 2021 CNA (338 in all), with varying degrees of urgency. A summary of the CNA was included on pages 11-13 of the packet.

d. Prioritization of renovation concepts

Using the information and feedback obtained, Director Kim and the Committee created a list of seven (7) prioritized renovation concepts:

1. Updated and comfortable spaces
2. Quiet spaces
3. Adjust/right-size the collections
4. Small group study rooms
5. Elevated children’s space
6. Outdoor spaces
7. Staff spaces

These priorities were seven of the twelve (12) categories that represented 80% of the votes from the Vision voting exercise. And four (4) of them received votes from all the focus group populations:

- Updated and comfortable spaces
- Quiet spaces
- Small group study rooms
- Staff spaces

The Committee asked the management team if there was anything that, “we need that we don’t have now” that wasn’t captured in the strategic planning process. The management team unanimously agreed that a large program space is critical (page 15).

There were two other goals that the Committee and the management team believed should be considered for the renovation: improving safety and security, and adopting more sustainability practices. Pages 16-19 addressed those two topics.

The rest of the packet summarized the findings and observations from the four library tours.

The Board and management team discussed and clarified many of the findings presented by the Director, including: improving the basement must be part of any renovation; flexible use of spaces should be prioritized in planning; is there a difference between quiet spaces vs. independent study rooms; what was the scope and representation of the community input; in what ways might the project and renovated library use and represent sustainable practices; should the library become an official shelter for inclement weather and emergencies.

Trustees also asked about the next steps, including the intent to submit a Request For Proposal (RFP) for architectural services by March 2024. The final version of the RFP will be presented to the Board for approval. Director Kim hopes to attain estimated costs of three types of proposals from prospective architectural firms:

- 1) The minimum amount of improvements
- 2) A mid-level set of recommendations
- 3) An expanded version of a renovation

5) ADJOURNMENT:

President Parfitt adjourned the meeting at 7:02 p.m.

Respectfully submitted by Jeff D’Anastasio