

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 15, 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 7:06 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) CONSENT AGENDA:

- a. Approval of the October 18, 2023 Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Pope, and seconded by Trustee Fiffer, **TO APPROVE THE OCTOBER 20, 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. Approval of the Schedule of Fines, Fees, and Loan Periods revision

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Lin, **TO APPROVE THE SCHEDULE OF FINES, FEES, AND LOAN PERIODS REVISION AS PRESENTED.**

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

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

Nays: None

c. Approval of the Security Camera Use Policy revision

Director Kim and Trustee Fiffer noted that the “Search Warrants” section (Draft 2.0 page 5) might be expanded into a standalone Search Warrant Policy (tentative December RBM presentation).

A MOTION was made by Trustee Schencker, and seconded by Trustee Lin, **TO APPROVE THE SECURITY CAMERA USE POLICY REVISION 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:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that donations for the appeal letter and of materials were both going strong. The Friends are planning a mini-book sale in the Johnson Room for the November 24 Light the Lights festival. The next book sale is slated for early March 2024.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin reported that October spending of \$221,000 was on par with regular monthly expenditures. The ongoing lack of expected Property Tax Revenue remained, but Total Revenue was at 72.57% and overall Actual expenses were well under Budgeted amounts. Total Expenditures were at 76.52% of Budget. She also noted that Year To Date (YTD) Facilities expenditures were somewhat higher than other spending at 86%, and the dissolution of the Vera Braudo Restricted Gift fund.

c. Marketing:

There was no report.

d. Plan Commission:

Trustee Pope referred the Board to BP pages 35-40, which presented topics from a November 8 meeting. Among the items included were consideration of the exterior appearance of Electric Vehicle charging stations and potential new uses

for the Highway Frontage District as part of the All In, Glencoe! Comprehensive Plan.

- e. Planning:
There was no report.
- f. Policy & Bylaws:
There was no report.
- g. Sustainability Task Force (STF):
The task force presented its Sustainability Vision Plan to the Village of Glencoe Board on October 19 and was well received. The library's telescope was used for a November 6 stargazing event at the Glencoe Golf Club.
- h. Technology
Network & Digital Services Librarian Justin Franklin's report (BP 42) was read by Trustee Weiss-Ham and focused on the new Meescan self-checkout terminal by the Circulation desk, and the Pen testing that began on November 1.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared the following updates since the last RBM:

The Waukegan Public Library will join the Cooperative Computer Service (CCS) consortium in 2024. The CCS Governing Board also approved a consortium-wide subscription to Find More Illinois, which will be a complementary layer to the OCLC platform. This subscription means access to materials from downstate Illinois and vice versa. The tentative timeline to launch is mid-2024.

Part-time Adult Services Librarian Andrea Tucci resigned after accepting a full-time position with Roosevelt University.

The following staff members celebrated work anniversaries in September:

Ann Berez – 8 years
Natalie Brottman – 3 years
Shira Cohen – 3 years
Emily Fogle – 7 years
Justin Franklin – 7 years
Becky Halcli – 30 years
Peggy Klein – 2 years
Liz McClain – 15 years
Jake Rogers – 8 years
Susan Schober – 6 years

The following staff members celebrated work anniversaries in October:

Lisa Howland – 43 years

Maureen Liebenson – 12 years
Sara Lifson – 15 years
Julie Rand – 22 years

Former Circulation Assistant Elise Rubenstein and her husband welcomed their first child, son Arno on September 21.

The library will host a reception for retiring Adult Services Head Liz McClain on Thursday, December 7. Staff will also celebrate Liz at our annual staff holiday party on Friday, December 8.

10)NEW BUSINESS:

- a. Approval of the Fiscal Year 2024 Operating Budget

Director Kim thanked the management team and President Parfitt and Trustee Lin and for their work on next year's budget. He referred the Board to BP pages 56-70.

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE FISCAL YEAR 2024 OPERATING BUDGET 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 to purchase a new automatic front door system

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE PURCHASE OF A NEW AUTOMATIC FRONT DOOR SYSTEM AS PRESENTED.**

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

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

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:02 p.m.

Respectfully submitted by Jeff D'Anastasio