

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, DECEMBER 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 6:59 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 Danny Burdett, Becky Halcli, Dale Heath, and Andrew Kim, Executive Director. Also present was 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 November 15, 2023 Committee of the Whole (COTW) meeting minutes

Two revisions were recommended, the first to reword the top of Board Packet (BP) page 4 to read, “2024 is the ‘Decision to Build’ stage of the renovation which will consist of two key goals.” The second was for Item 2b on BP 4 to add “Building Renovation” before “Committee.”

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE NOVEMBER 15, 2023 COTW MINUTES AS AMENDED.**

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 November 15, 2023 Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Lin, and seconded by Trustee Schencker, **TO APPROVE THE NOVEMBER 15, 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

- c. Approval of the 2025 holiday closure dates

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin, **TO APPROVE THE 2025 HOLIDAY CLOSURE DATES 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 remarked briefly on the “Complaints” (BP p. 12), noting the request for Zoom programming to continue for book clubs, and the disappointment expressed by a patron about the depth of the Children’s Nonfiction section. To the latter, Trustee Lin praised the response to staff written by Children’s Department & Public Operations Manager Ann Finstad about curating nonfiction, and the relevant circulation information provided by Technical Services & Automation Operations Manager Becky Halcli.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

Director Kim shared Friends President Marti Wick’s report that the Friends Board approved all the gift requests for library programming. The total gift amount was \$10,310. The next Friends Book Sale is being planned for early March 2024.

8) COMMITTEE REPORTS:

a. Building & Grounds:
There was no report.

b. Finance:

The significant development for the November financials was the receipt of over \$576,000 in Property Tax Revenue. Trustee Lin also pointed out a few budget lines that were below projected spending amounts late in the fiscal year. In most cases, the money will be spent as appropriated, or potentially rolled over to the proposed Special Reserve Fund. She also complimented the management team for the Total Expenditures Year To Date (YTD) rate of 83.7% vs. the budgeted 91.7% YTD anticipated expenditure rate for November.

President Parfitt requested that some of the key expenditures for November be mentioned:

- \$1,903 to Black Irish Mechanical for maintenance and repairs to existing boilers;
- \$3,185 to Lindeman for chimney repairs;
- \$3,000 deposit to American Hoist for the sensor installation;

- \$4,900 prepay to Sikich for IT consulting hours.
- 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):
Trustee Lin shared that Glencoe achieved Bronze status for Electric Vehicle (EV) readiness.
- h. Technology
Trustee Weiss-Ham highlighted Network & Digital Services Librarian Justin Franklin's report (BP p. 25), with the main updates concerning the pen test of the library's network, and the intent to replace the library's main public printer, which is approaching 10 years of usage.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared updates since the November RBM that included the following:

New Hourly Adult Services Librarian Allie Mendelson started on November 27. The new Head of Adult Services Dale Heath started on December 11.

Four staff members celebrated work anniversaries in November: Katie Blair, Circulation Professional – three years; Betsy McGrew, Circulation Assistant – 30 years; Idelle Melamed, Children's Librarian – two years; Kimberly Wargin, Circulation Substitute – 15 years.

An overview of the new Employee Classification and Salary Scale was presented at the November 16 All-staff Meeting.

He thanked Trustee Weiss-Ham for attending the Illinois Library Association (ILA) Legislative Meet- up on December 5. The handout summarizing the event's topics is on BP p. 28.

10)NEW BUSINESS:

- a. Consideration to suspend the COVID-19 Vaccination Policy and the Emergency Family & Medical Leave (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy

A MOTION was made by Trustee Lin, and seconded by Trustee Pope, **TO SUSPEND THE COVID-19 VACCINATION, EMFLA, AND EPSL POLICIES.**

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 Search Warrant Policy

A MOTION was made by Trustee Weiss-Ham, and seconded by Trustee Schencker, **TO APPROVE THE SEARCH WARRANT POLICY 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 Personnel Manual revision
Numerous edits for wording and clarity to the version initially included in the Board Packet were subsequently submitted. A summary of these proposed changes was presented to the Trustees in a supplement, along with a draft including these amendments. In addition, it was recommended in the BP supplement to change “is” to “are” at the bottom of page 16.

A MOTION was made by Trustee Pope, and seconded by Trustee Lin, **TO APPROVE THE PERSONNEL MANUAL REVISION AS AMENDED.**

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

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

- d. Approval of Ordinance No. 2023-12-20 Ordinance Establishing a Special Reserve Fund

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE ORDINANCE NO. 2023-12-20 ORDINANCE ESTABLISHING A SPECIAL RESERVE FUND 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:

A MOTION was made by Trustee Schencker, and seconded by Trustee Lin, **TO ENTER CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 © (1).**

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

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

The Trustees left Open Session at 7:53 p.m.

12) CALL TO ORDER:

President Parfitt called the open meeting to order at 8:46 p.m.

13) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker, and Nan Weiss-Ham.

14) ADJOURNMENT:

President Parfitt adjourned the meeting at 8:47 p.m.

Respectfully submitted by Jeff D'Anastasio