

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 21, 2024 – 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: 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 were Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Glencoe resident David Shapiro was also present. Absent: Jim Fiffer.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA (ACTION):

- a. Approval of the January 17, 2024, Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin **TO APPROVE THE JANUARY 17, 2024, REGULAR BOARD MEETING MINUTES AS PRESENTED.**

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

Nays: None

Absent: Fiffer

- b. Approval of the Collection Development Policy revision

Trustees Krafcisin and Lin requested that several typos in the presented revision be corrected. Director Kim thanked Technical Services & Automation Operations Manager Becky Halcli, Children’s Services & Public Operations Manager Ann Finstad, and Head of Adult Services Dale Heath for leading the revision.

A MOTION was made by Trustee Pope, and seconded by Trustee Weiss-Ham **TO APPROVE THE COLLECTION DEVELOPMENT POLICY REVISION AS AMENDED.**

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

Nays: None

Absent: Fiffer

- c. Consideration to approve an after-hours program on May 10, 2024
The proposed event will be led by Head of Programs & Communications Grace Hayek.

A MOTION was made by Trustee Lin, and seconded by Trustee Schencker **TO APPROVE THE AFTER-HOURS PROGRAM ON MAY 10, 2024 AS PRESENTED.**

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

Nays: None

Absent: Fiffer

5) PUBLIC COMMENT:

Glencoe resident David Shapiro complained about the library being “noisy.” He said he patronizes the library two or three times a month and that librarians talking on the first floor are making the noise. He presented a “noise citation” that he created, which he intends to hand out to staff and patrons who disturb him. Mr. Shapiro said he would return to a future RBM for a response. Director Kim accepted the document and thanked him. Mr. Shapiro left the meeting after making his comments.

6) COMMUNICATIONS:

Trustee Schencker asked that the compliment on the Winter Reading Club poster (BP 30) be passed on to G. Hayek and Programs & Communications Coordinator Natalie Brottman.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends are preparing for the Winter Book Sale on March 1-4. She reported that the annual appeal had reached \$27,688 in donations and would close May 31 at the end of the Friends' fiscal year.

8) COMMITTEE REPORTS:

a. Building & Grounds:

The Facilities team repaired the issue with the sanitary pit that services the staff bathroom. They will address the Friends stairwell in the spring.

b. Finance:

Trustee Lin noted the library received no Property Tax Revenue for January, given that March 1 marks the next deadline for payments (BP page 40). She

was impressed that Total Expenditures at the end of January were at only 8.17% of Budget (BP page 42).

c. Marketing:

A summary of promotional ideas and updates that Head of Programs & Communication G. Hayek and Director Kim shared with Trustee Schencker in response to feedback from last month's board meeting was included in the meeting packet. The Programs & Communications team will use the library's column in *Inside Glencoe* and a segment of the weekly e-newsletter to promote facets other than programs and offer tidbits on the library's history.

Director Kim will continue looking into library-branded apparel as a way of promoting the library.

d. Plan Commission:

Trustee Pope summarized the January 24, 2024, Plan Commission meeting.

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force:

Trustee Lin highlighted activities for Compost Awareness Week May 5-9, including a May 8 library program, and a possible Children's event. She praised D. Heath for acquiring useful books on composting and green living.

h. Technology:

Network & Digital Services Librarian Justin Franklin's memo was the basis for Trustee Weiss-Ham's report (BP page 47). The recommendations for the pen test continue to be implemented. B. Halcli and D. Heath fielded questions about the potential purchase of the ScanEZ scan station product.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared the following updates since the January RBM:

- Audit fieldwork for the library's annual financial report begins the week of March 11.
- The January 29 Village meeting on a community response to the migrant situation was postponed.
- Children's Shelver Maya Whiteman celebrated her one-year work anniversary in January, and the staff welcomed new Circulation Assistant Rachel Geddes on January 17.

- He plans to attend a seminar on March 12 at the Oak Lawn Public Library called, “Friends, Foundations & Fundraising.” A summary will be shared with the Board and management team.
- He and three staff members will go to the Public Library Association (PLA) Conference in Columbus, Ohio on April 3-5: D. Heath, J. Franklin, and Children’s Librarian Linda Patchett.
- He thanked President Parfitt for his participation in the Caucus event at the library on January 31, and staff members for their work on the event: G. Hayek, N. Brottman, J. Franklin, Facilities Supervisor Joe Faust, Facilities Associate Juan Rodriguez, and Facilities Assistant Damian Castro.

10)NEW BUSINESS:

- a. Approval of the 2024 Illinois Public Library Annual Report (IPLAR) (ACTION)
Director Kim thanked the management team for preparing the report and proceeded to share some key data points with the Library Board.

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin **TO APPROVE THE 2024 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT AS PRESENTED.**

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

Nays: None

Absent: Fiffer

- b. Consideration to approve the Johnson Room re-carpeting proposal (ACTION)
Director Kim presented a proposal to re-carpet the Johnson Room for \$7,900 with a proposed rate of \$87/hour to address any unforeseen issues.

A MOTION was made by Trustee Lin, and seconded by Trustee Pope **TO APPROVE THE JOHNSON ROOM RE-CARPETING PROPOSAL AS PRESENTED.**

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

Nays: None

Absent: Fiffer

- c. Approval of the ScanEZ proposal (ACTION)
B. Halcli and D. Heath presented the proposal to purchase the ScanEZ scanning station, and answered questions from the Library Board. The total cost of the ScanEZ scanning station is \$6,285 with an annual maintenance cost of \$855. The annual maintenance cost will be included in annual budgeting.

Director Kim informed the Library Board that he and D. Heath will also be presenting the ScanEZ proposal to the Friends Board as a gift request. He suggested a potential motion from the Trustees could be to approve the purchase of the ScanEZ scanning station contingent on the response to the proposal from the Friends Board.

A MOTION was made by Trustee Pope, and seconded by Trustee Lin **TO APPROVE THE PURCHASE OF THE SCANEZ SCANNING STATION AS PRESENTED CONTINGENT ON THE RESPONSE TO THE PROPOSAL FROM THE FRIENDS BOARD.**

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

Nays: None

Absent: Fiffer

- d. Presentation of the Request for Qualifications (RFQ) for Architectural Services
Director Kim presented the RFQ for Architectural Services which was reviewed and approved by Trustees Krafcisin and Parfitt acting as the Building Renovation Committee, and the library's attorney. If there are no significant objections to the final draft, then Director Kim will proceed to make it public on February 26, 2024. Prior to the meeting, Trustee Lin emailed Director Kim some wording adjustments.

Trustees posed several questions and considered various implications related to the RFQ being made public on February 26. After more discussion, the Trustees instructed Director Kim to prepare a Frequently Asked Questions to post to complement the RFQ.

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:40 p.m.

Respectfully submitted by Jeff D'Anastasio