

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MARCH 20, 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 7:00 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, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present were Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Glencoe resident, Barbara Padiak, was also present.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the February 21, 2024 Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Pope, and seconded by Trustee Schencker, **TO APPROVE THE FEBRUARY 21, 2024 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 Sale or Disposal of Property Policy revision

Rewording “including” to “inclusion” was recommended in the last paragraph of the policy (Board Packet [BP] page 12).

A MOTION was made by Trustee Lin, and seconded by Trustee Weiss-Ham, **TO APPROVE THE SALE OR DISPOSAL OF PROPERTY POLICY REVISION AS AMENDED.**

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

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

5) PUBLIC COMMENT:

Patron Barbara Padiak informed the Board of her recent experience in the Children's Department. While navigating the stacks with two young children in tow, she did not find spots to put down books and materials. She also felt there were not as many places to sit as there used to be. When she mentioned her concerns to the staff member at the desk, she thought the employee listened but offered no solutions. The patron shared her perspective that the lack of tables makes the department less homey, and no longer lends itself to doing homework after school.

6) COMMUNICATIONS:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Winter Book Sale (March 1-4) was a great success, earning \$8,000. There was minimal inventory left over. She thanked Technical Services & Automation Operations Manager Becky Halcli for her help with set up details before and after the sale. She also mentioned that the annual appeal had reached \$29,000 in donations so far for the fiscal year ending May 31. The Friends intend to pursue direct deposit donation options for future appeals. Finally, she listed the library services the Friends committed to fund (total \$12,260) at their February meeting.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin described February as a quiet month for the library finances. The highlight was the receipt of over \$507,000 in Property Tax Revenue, which boosted the Total Cash to over \$2.7 million (BP pages 16-17). The Year To Date (YTD) spending for most areas was less than the expected rate of 16.7%. Furniture, at 30.43%, was one of the only over budget items, but its expenditure tends to rise and fall throughout the year (BP page 21). Trustee Pope asked for an update on the Louis (Bobby) Slotkin Fund (BP page 23). Director Kim responded that the library continued to communicate with the family about the fund.

c. Marketing:

Programs & Communications Director Grace Hayek led the effort to find an online calendar platform to replace the soon-to-be discontinued Evanced. A subscription began March 18 with LibCal, and the library intends to train staff and prepare to go live to patrons with the new platform on May 1.

d. Plan Commission:

Trustee Pope summarized a February 28 meeting discussing the Village comprehensive plan draft, which is anticipated to be finalized by April 18 (BP page 26).

- e. Planning:
There was no report.
- f. Policy & Bylaws:
There was no report.
- g. Sustainability Task Force (STF):
Trustee Lin reported that the Village will partner with WasteNot to offer a second compost collection option for residents. She noted the May 8 library program “All About Composting” as part of Compost Awareness Week and mentioned future recycling events on May 11 and June 8.
- h. Technology
Network & Digital Services Librarian Justin Franklin’s memo highlighted ordering the ScanEZ station, updates to PCs, and the addition of AppleTV+ and BritBox to the library Roku (BP page 27).

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared the following updates since the February RBM:

He attended the February 22 Friends Board meeting and introduced Head of Adult Services Dale Heath. He thanked the Friends for their approval of \$12,260 in library funding.

The Director thanked the Board for approving the February 23 late opening for the Staff Development half day.

With President Parfitt, he attended the Highland Park Public Library’s “Reimagine HPPL” event on February 27, where details of the library’s building redesign plans were presented. The Director also went to the “Friends, Foundations, and Fundraising” event on March 12 at the Oak Lawn Public Library.

A collective of public libraries presented the February 29 program with former State Representative Adam Kinzinger had nearly 1,000 participants, 70 from Glencoe.

Library walkthroughs for firms interested in the Request For Qualifications (RFQ) for Architectural Services were led by the Director, Facilities Supervisor Joe Faust, and Facilities Associate Juan Rodriguez on March 11, 13, and 15.

Adult Services Librarian Maureen Liebenson and Children’s Librarian Linda Patchett launched the Seed Library on March 16. Director Kim praised their efforts and acknowledged the project assistance of Children’s Services & Public Operations Manager Ann Finstad, Becky Halcli, Grace Hayek, and Dale Heath.

Adult Services Librarian Matthew Byrd led the launch of the new adult graphic novel collection.

Repairs to the staff bathroom, Lower Level sanitary pit, and elevator have been completed.

There will be three additional board meetings in April:

- Monday, April 15 at 6:00 in the Forte Room. Trustees will interview two architecture firm finalists.
- Wednesday, April 17 at 6:00 in the Hammond Room. Trustees will interview one more finalist and then convene for the Regular Board Meeting at 7:30.
- Monday, April 29 at 7:00 p.m. Committee Of The Whole (COTW) Meeting (Hammond Room). Trustees will meet to select a firm to enter negotiations with on renovation options.

RFQ for Architectural Services update (BP pages 36-41)

Director Kim reported a better-than-expected response to the RFQ. Nineteen firms contacted him to confirm receipt of the RFQ and to express their interest. As the update showed, five firms were referred by Trustees, and five others were ones that he identified. The other nine were aware of the RFQ by the public notice in the *Chicago Tribune*, or through an engineering firm Trustee Krafcisin connected with at an event. The representative requested a copy of the RFQ to distribute to architecture firms with whom he has previously worked.

Fifteen of the nineteen firms attended one of the walkthroughs. Since the packet was distributed, he heard from two firms that they would not be submitting a response to the RFQ.

The Director explained that he would like the Board to use the Trustee Web Portal during the selection process. The portal will have all the necessary documents from the RFQ, its responses, the response Scoring Rubric, and interview questions.

Responses from firms are due by 5:00 p.m. on Friday, March 22. He planned to deliver print copies to Trustees by 8:00 that evening. The Scoring Rubric will be due to Director Kim by Friday, April 5. The management team will score the responses as well, but their feedback will be kept separate from the Trustees' scoring.

The Building Renovation Committee will use the first week of May to negotiate a contract with the selected firm. The contract will be presented at the May 15 RBM for Board approval.

Director Kim showed the Trustees how to login to the Trustee Web Portal and presented the "RFQ Response Scoring Rubric" for evaluating the firms that submitted RFQs. He explained the range of scores available, and the weight each would carry in the respective categories.

The Trustees raised a number of concerns in response to the scoring rubric. Trustee Lin urged revising the experience in library renovation score with experience in public building renovation. Trustees Krafcisin and Weiss-Ham had questions about how the feedback obtained from the Director contacting references would be shared and incorporated into the Rubric scores. Trustee Fiffer wondered how the level of objectivity could remain consistent as firms were assessed and scored. Trustees Lin and Pope requested that the creativity of firms be considered as part of the evaluations. The Director noted all suggestions and promised that the scoring rubric could be adjusted to some extent to incorporate the Board's comments.

10)NEW BUSINESS:

- a. There was no New Business.

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