

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, APRIL 17, 2024 – 7:30 P.M.
FORTE ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

APPROVED MINUTES

1) CALL TO ORDER:

President Parfitt called the meeting to order at 7:38 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Beth Schencker and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present were Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Glencoe resident Dave Shapiro was also present. Absent: Michael Pope.

3) ADDITIONS TO THE AGENDA:

Item 4) b. Approval of the Fund Balance/Net Assets Policy revision was rescheduled for the May Regular Board Meeting (RBM).

4) CONSENT AGENDA:

- a. Approval of the March 20, 2024 RBM minutes

Trustee Lin requested rewording of the first sentence of g. on Board Packet (BP) page 5 to “The Village will use WasteNot for additional compost collections on an optional subscription basis.” Director Kim noted that “Illinois Libraries Present” (BP page 5) was incorrect, and the wording should begin with “A February 29 program from a collective of regional libraries...”

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin, **TO APPROVE THE MARCH 20, 2024 RBM MINUTES AS AMENDED.**

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

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

Nays: None

5) PUBLIC COMMENT:

Glencoe resident Dave Shapiro requested approval for his Noise Citation that he intends to hand out to library staff and patrons he feels are too loud. Director Kim recommended that he make an appointment to discuss an operational matter outside of the Board’s concerns.

6) COMMUNICATIONS:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends will decide by mid-May whether a June sale will be held.

She later reported that Glencoe resident Leah Semel will collect donations of materials on behalf of the Friends April 27-28 outside of the library for her Bat Mitzvah Project.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin referred to the March Finance Committee memo (BP page 16). For Operating Revenues, the library received \$913,129 in Property tax revenues, and generated \$15,336 in Interest income. For Operating Expenditures, new subscriptions to BritBox for the library roku put Device subscriptions at 52.6% Year To Date (YTD). Bookkeeping is running over YTD (51%) due to payments for generating an updated depreciation schedule and other annual services in support of year-end balancing and auditing. The benchmark March YTD amount is 25%.

c. Marketing:

The Programs & Communications Department provided considerable assistance to the launch of the seed library in March, creating the signage and packaging as well as marketing the new effort. The department has decided to sunset the "Bring Your Own Craft" monthly drop-in program after seven months due to lack of interest (BP page 22).

d. Plan Commission:

An April 3 meeting was summarized (BP pages 23-26), with the focus being the topic of future land use in relation to the draft comprehensive plan.

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Technology:

Network & Digital Services Librarian Justin Franklin's memo reported on the sudden failure of multiple drives on the library server April 1-5, which resulted in intermittent outages to staff access to network folders and printers. Hewlett Packard furnished replacement drives per the server's warranty, and Justin and Technical Services & Automation Operations Manager Becky Halcli restored

access by the end of the week with assistance from Sikich. Justin is currently working with Sikich on server resources affected by the outage. The ScanEz installation has been rescheduled to May 20. Justin is also working with Programs & Communications to launch the new library calendar at the end of April.

h. Sustainability Task Force (STF):

Trustee Lin mentioned that New Trier's class of 2025 intends to complete 2,025 service hours; a landscape master planner will assist with buckthorn remediation on the Green Bay Trail; the STF anticipates International Compost Awareness Week through co-sponsoring the May 8 "All About Compost" library program.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided updates pertaining to the library since the March RBM:

He highlighted five service anniversaries, four of which were milestone work anniversaries:

Head of Circulation Services Danny Burdett (25 years)
Head of Programs & Communications Grace Hayek (10 years)
Michelle Litchman, Children's Program Professional (5 years)
Nick Rumas, Circulation Assistant (10 years)
Himself (8 years)

On April 10, Adult Services Librarian Maureen Liebenson estimated that more than 700 seed packets had been distributed.

400 solar eclipse glasses were provided to patrons for viewing the April 8 phenomena. Director Kim thanked Becky Halcli for setting up the collection of used eclipse glasses to donate to Latin American schools ahead of their eclipse in August.

There will be a Committee Of The Whole (COTW) meeting on April 29 to discuss the RFQ (Request For Qualifications) finalists' interviews.

From the March "Glencoe Public Library Statistical Report," President Parfitt noted that Digital Materials were at 30% of Monthly Circulation (BP page 32). He asked if the increase was significant. Children's Services and Public Operations Manager Ann Finstad answered that Digital circulation rose and fell within the 20% range, mostly for Adult materials, with Children's circulation remaining around 95% physical.

10) NEW BUSINESS:

a. Presentation of the First Quarter 2024 update for the 2023-2024 Implementation Plan:

There were updates for a half dozen plan goals for January through March (listed on BP page 35). The updates are further identified by orange text in the report

(BP pages 36-44). The Director also clarified that he opted to postpone the library reorganization project until later this year.

Trustee Krafcisin asked about an asterisk by the Attendance numbers for a Children's outreach program (BP page 44). Ann Finstad explained it was to show that the number was for 2024 attendance as of March of this year.

b. Consideration to close the library at 5:00 p.m. on Wednesday, July 3, 2024:

Director Kim requested that the Board approve closing the library at 5:00 p.m. on Wednesday, July 3, and allow the Director to schedule early closures for any subsequent July 3 date that meets the following criteria:

Falls on a Monday, Tuesday, Wednesday, or Thursday; The Village of Glencoe and/or Glencoe Park District schedules a large scale Independence Day community event.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin, TO APPROVE CLOSING THE LIBRARY AT 5:00 P.M. ON WEDNESDAY, JULY 3, 2024, AS PRESENTED.

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

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

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:20 p.m.

Respectfully submitted by Jeff D'Anastasio