

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MAY 15, 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 Danny Burdett, Becky Halcli, 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 April 15, 2024, Special Board Meeting (SBM) minutes
- b. Approval of the April 17, 2024, SBM minutes
- c. Approval of the April 17, 2024, Regular Board Meeting (RBM) minutes

Trustee Fiffer suggested that “Bat” be added before “Mitzvah” on board packet (BP) page 7. Trustee Lin noted a typo (change to “2,025”) and added the words “create a remediation plan to” between “will” and “remove” on BP page 8.

- d. Approval of the April 29, 2024, Committee Of The Whole (COTW) minutes
- e. Consideration to extend library service hours in support of students during finals week

Trustee Lin requested that the hours be prominently displayed on the library webpage.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin TO APPROVE THE APRIL 15, 2024 SBM; THE APRIL 17 SBM; AND THE APRIL 29 COTW MINUTES AND TO EXTEND LIBRARY SERVICE HOURS IN SUPPORT OF STUDENTS DURING FINALS WEEK AS PRESENTED; TO APPROVE THE APRIL 17 RBM MINUTES 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:

There was no public comment.

6) COMMUNICATIONS:

President Parfitt noted a Complaint about a patron watching content on a phone with the volume turned up loud. Director Kim said that headphones can be provided by the library so that other patrons are not disturbed. Trustee Lin asked, in reference to a Compliment about the Library Crawl, what the total participation was and if it is considered a passive program. Director Kim will provide the information.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

The Friends do not have enough inventory of adult books to offer a June sale. President Wick said the intent is to consider a sale in mid-September.

8) COMMITTEE REPORTS:

a. Building & Grounds:

Director Kim presented updates to the projects listed in the board packet.

b. Finance:

The April Finance Committee report was summarized by a memo on BP page 17. Trustee Lin noted that the library received no Property tax revenues in April. Total revenues are at a respectable 42.9%. Total expenditures by the end of April were at 26.4% compared to the anticipated year-to-date (YTD) rate of 33%.

c. Marketing:

The library will partner with St. Elisabeth's Church of Glencoe for a June 11 panel discussion honoring Transgender Day of Visibility.

d. Plan Commission:

An April 24 meeting was summarized (BP page 25). Most pertinent to the library is an upcoming June 19 COTW meeting where representatives from Teska, the Village and the Plan Commission will discuss the Village's comprehensive plan.

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Technology:

Trustee Weiss-Ham presented items from this month's committee report.

h. Sustainability Task Force (STF):

Trustee Lin described the May 8 “All About Compost” library program as a success, and praised the support received from Program & Communications Coordinator Natalie Brottman. A May 11 Village Donation and Recycling Drop Off event drew over 240 cars and collected two truckloads of materials. Future events include a Clean-Up Day on May 18.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim updated the Board about the following since the April RBM:

At the Village Administrators’ meeting on April 23, the administrators agreed to relaunch the “Coffee with the Boards” event series. These events allow board representatives the opportunity to have informal conversations and check-ins with residents. The first will be June 8 from 12:00 p.m.—1:30 p.m. at the library’s Ice Cream Social. Trustees Krafcisin and Weiss-Ham will represent the library.

He met with two Co-chairs of the Village Nominating Committee on May 6. The library will host the Committee’s meetings again this fall.

The Director congratulated Circulation Services Shelver Mildred Shepherd, who celebrated her 17-year service anniversary last month, and Children’s Librarian Linda Patchett, who celebrated her 8-year service anniversary last month.

He thanked Trustee Pope for representing the Library Board at the Library Administrators Council Of Northern Illinois (LACONI) Trustee Banquet on May 3.

Director Kim praised Natalie Brottman for leading the library’s migration to the new events calendar LibCal.

10) NEW BUSINESS:

- a. Approval of the Fund Balance Policy revision
The handout contains the final revision to the policy.

A MOTION was made by Trustee Schencker, and seconded by Trustee Krafcisin, **TO APPROVE THE FUND BALANCE 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

- b. Consideration to accept the architectural services contract for master space planning
The Director provided an overview of the proposal from Skidmore, Owings & Merrill (SOM) for architectural services (BP pages 38-45, plus 2-page Rider). The total lump sum fee is \$87,796 (BP page 43). The Board discussed the proposal and focused on the Standard Hourly Rates being “subject to an annual increase

each October 1st” (BP page 43). The Trustees agreed they would request that the rates remain unchanged through the end of 2024.

A MOTION was made by President Parfitt, and seconded by Trustee Pope, **TO APPROVE THE ACCEPTANCE OF THE ARCHITECTURAL SERVICES CONTRACT FOR MASTER SPACE PLANNING AS PRESENTED, PENDING CONFIRMATION THAT THE STANDARD HOURLY RATES ARE LOCKED IN FOR 2024.**

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

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

- c. Consideration to approve the refinancing of the HVAC loan
The terms and amortization schedule for refinancing the HVAC loan were presented and outlined in a “Transaction Summary” from Wintrust Bank. The total amount is \$480,000 over a seven-year term (around \$475,000 for the loan balance and \$4800 for issuing the certificates.

A MOTION was made by Trustee Pope, and seconded by President Parfitt, **TO APPROVE THE REFINANCING OF THE HVAC LOAN 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 8:19 p.m.

Respectfully submitted by Jeff D’Anastasio