

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JULY 17, 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: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, 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. Absent: Beth Schencker.

3) ADDITIONS TO THE AGENDA:

The request for Approval of the Friends Fall Book Sale dates was added to Consent Agenda.

4) CONSENT AGENDA:

- a. Approval of the June 19, 2024, Committee of the Whole (COTW) minutes
- b. Approval of the June 19, 2024, Regular Board Meeting (RBM) minutes
Two rewording changes were requested on page 7 of the meeting packet: in b. Finance, change “was 48.3% expected Year To Date (YTD)” to “brought the Year To Date (YTD) total of expected receipts to 48.3%”; in the second paragraph of e. Planning, replace “He” with “Director Kim.”
- c. Approval to close the library building and suspend services for Staff Development Day (SDD)

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin, **TO APPROVE THE JUNE 19, 2024, COTW MINUTES AS PRESENTED, TO APPROVE THE JUNE 19, 2024, RBM MINUTES AS AMENDED, AND TO APPROVE CLOSING THE LIBRARY BUILDING AND SUSPENDING SERVICES FOR SDD AS PRESENTED.**

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

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

Nays: None

Absent: Schencker

- d. Approval of the Internet Use Policy revision

Page 10 of the meeting packet summarized the revisions and edits to the Internet Use Policy. A further revision for the Board to approve was on page 15, removing “teens” from the “Public computers in the Children’s Department...” sentence. This was sought to avoid confusion between “teens” and “youth.”

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE INTERNET USE POLICY REVISION AS AMENDED.**

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

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

Nays: None

Absent: Schencker

e. **Approval of the Friends Fall Book Sale dates**

The requested dates are from Friday, September 13 to Monday, September 16.

The library would remain open until 6:30 p.m. on September 13, and open at noon on September 16. Patron services would not be available during the additional hours.

A MOTION was made by Trustee Lin, and seconded by Trustee Fiffer, **TO APPROVE THE FRIENDS FALL BOOK SALE DATES AS AMENDED.**

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

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

Nays: None

Absent: Schencker

5) PUBLIC COMMENT:

There was no public comment.

6) COMMUNICATIONS:

President Parfitt asked for more detail on a patron’s complaint about his granddaughter not being able to sign up for Summer Reading. Children’s Services and Public Operations Manager Ann Finstad explained that a banner was displayed outside the library to promote the program before the start of registration.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick thanked the Board for approving the Friends Fall Book Sale dates. Preparations for the sale are underway. Two PayPal donations have already been received by the Friends with little promotion of this new option to date.

8) COMMITTEE REPORTS:

a. **Building & Grounds:**

For the Friends Room stairwell, work on a new drainage system and repair of a crack in the concrete was completed on July 3.

b. Finance:

Trustee Lin praised the management team for overall care with costs, noting that Total Expenditures at month's end were at 41.4% YTD.

Trustee Lin reminded the Board of the re-financing of the HVAC loan with Wintrust Bank, and pointed out that while the new interest rate was higher, the monthly total due rose by less than \$100.00.

c. Marketing:

Head of Programs & Communications Grace Hayek shared a summary of the library's Pride Month offerings along with messages of encouragement and thanks from library peers and community members.

d. Plan Commission:

The Village's Comprehensive Plan draft was presented to the community at the Writer's Theatre on July 9.

e. Planning:

Director Kim provided a detailed summary of actions and processes thus far for master space planning. He will also determine an improved means of delivering information to the Board to ensure each Trustee is up-to-current with updates.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

Trustee Lin noted the STF's upcoming participation in Green Bay Trail Day on July 27, and discussions around participating in the Glencoe Al Fresco dining event on July 19. Trustee Krafcisin reported that the STF was working on a Request For Proposal (RFP) to hire a consultant to create measurable sustainability goals for the Village to adapt on a three-to-five-year timescale.

h. Technology:

The Technology Committee report featured initial efforts to gather information on phasing out physical servers in favor of cloud servers. A typo was noticed in the sentence on the ongoing inventory project: remove the "7."

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared some items from his report for June 2024.

10) NEW BUSINESS:

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

Director Kim provided an overview of management team updates from the Second Quarter. The areas highlighted included Improved Facilities, Organizational Development, Enhanced Services and Resources, and Expanded Outreach.

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