

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 16, 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 6:57 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 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: Michael Pope.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the September 18, 2024, Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Fiffer, and seconded by Trustee Schencker, **TO APPROVE THE SEPTEMBER 18, 2024, RBM MINUTES AS PRESENTED.**

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

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

Nays: None

Absent: Pope

- b. Approval of the September 18, 2024, Committee Of The Whole (COTW) minutes

On the bottom of page 7 of the Board Packet (BP), Trustee Lin requested that the second sentence of the bottom paragraph reflect the Library Board’s actual intention, and read, “The Trustees agreed to exploring the large renovation...”

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin, **TO APPROVE THE SEPTEMBER 18, 2024, COTW MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Pope

- c. Approval of the September 30, 2024, COTW minutes

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE SEPTEMBER 30, 2024, COTW MINUTES AS PRESENTED.**

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

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

Nays: None

Absent: Pope

- d. Approval of the Fiscal Year 2025 RBM schedule

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE FISCAL YEAR 2025 RBM SCHEDULE AS PRESENTED.**

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

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

Nays: None

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends annual appeal letter was mailed on October 11. Potential donors were informed of the new option to donate online. The Friends have also started preparations for their next sale.

8) COMMITTEE REPORTS:

- a. Building & Grounds:

There was no report.

- b. Finance:

Trustee Lin summarized the September finances (BP page 15). A \$16,300 loss in Property tax revenues was noted, due to refunds granted through appeals. The Modestus Bauer Foundation donated \$5000 to the library. Two Debt Service payments totaling \$9000 occurred in September, along with the second payment to Skidmore, Owings & Merrill (SOM) [BP page 19]. On page 4 of the supplemental handout, Trustee Lin pointed out that through September, Total

Expenditures of 63% were lower than the expected 75% Year To Date (YTD) amount.

c. Marketing:

Programs & Communications Head Grace Hayek provided a summary of promotions for the October 14 public presentation of master space planning (BP page 23). Director Kim praised the successful outcome of the promotional efforts. The presentation of the plan by SOM drew 85 attendees. As of October 16, the recording of the presentation had received 130 views on the library's YouTube channel. Finally, 40 responses to the post-presentation survey had been submitted by October 16 ahead of the October 28 deadline.

d. Plan Commission:

There was no report.

e. Planning:

There was no report.

f. Policy & Bylaws:

The memo on BP pages 24-25 listed the 2025 Policy Review Schedule. Trustee Krafcsin noted a typo in the "Re:" line: "2025" instead of "2024."

g. Sustainability Task Force (STF):

BP page 26 featured the September 24 Agenda for the STF meeting. Among the highlights, Trustee Lin listed September storm cleanup, a new pilot program for Monday buckthorn collection by reservation, the Recycle Coach app, and cooperation by Glencoe, Wilmette, and Evanston to pick up election signs after November 5. Trustee Krafcsin mentioned the task force's carbon reduction recommendations were submitted for the *All In, Glencoe Comprehensive Plan*.

h. Technology:

Trustee Weiss-Ham presented a Technology Committee Report memo (BP page 27). The new Bambu 3D printers are set up and being used. Network and Digital Services Librarian Justin Franklin is working on the replacement of public PCs for later this year, including the server-side software and software licenses.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim updated the Board on the following items since the September RBM:

The Mount Prospect and Waukegan Public library catalogs went live on October 2, becoming Cooperative Computer Service's (CCS) thirtieth and thirty-first member libraries.

The September 27 Staff Development Day was a success. The Director thanked Circulation Services Head Danny Burdett, Grace Hayek, and Adult Services Head Dale Heath for leading the program. He also noted the support of Children's Services and

Public Operations Manager Ann Finstad and Technical Services and Automation Operations Manager Becky Halcli.

After 44 years of service at the library, Acquisitions Professional Lisa Howland announced October 17 as her retirement date. Lisa worked with four Directors in her tenure (Tom Forte, Peggy Hamil, Juliann Janovicz, and Director Kim). For several years, she was the Bookkeeper and assisted the Directors with clerical duties. As Acquisitions Professional, she was an essential member of the Technical Services team. The Director and the entire staff wish her a happy retirement!

11 staff members celebrated their work anniversaries in September, the most in any month: Ann Berez and Jake Rogers – 9 years, Emily Fogle and Justin Franklin – 8 years, Susan Schober – 7 years, Natalie Brottman and Shira Cohen – 4 years, Peggy Klein – 3 years, Lisa Merrill and Jennifer Schwall – 1 year. The list of staff members is headlined by Becky Halcli, who celebrated her 31st work anniversary on September 1.

The November RBM will include Approval of the Fiscal Year 2025 operating budget, a review of the Schedule of Fines, Fees, and Loan Periods, and adoption of a master space planning option. President Parfitt suggested that a separate COTW meeting might be desirable to assess the public presentation survey results. Trustee Lin asked if the SOM presentation included renderings of the potential new openings to the Johnson Room. The Director and President Parfitt stated that the openings were not shown visually in the renderings. Trustee Schencker wondered about the effects on staff during a renovation. Director Kim and Becky Halcli concurred that there will be inevitable service adjustments, but the details are unknown at this point. Finally, Trustee Lin noted that the number of visitors to the library as of September (8,090 per the “Glencoe Public Library Statistical Report–September 2024” BP page 30) was approaching the 9,100 visitors tally of 2019.

10)NEW BUSINESS:

a. Approval of the Property Tax Levy request

Director Kim updated the Board on the details of the Property Tax Levy request, calculated at the maximum allowable levy amount for the library’s operating budget as \$3,135,666, a 3.9% increase over last year’s allowable property tax amount. Despite the projected healthy increase to property tax revenues, Total Revenues for Fiscal Year 2025 (FY25) will decrease by 4.8%.

Next, the Board was taken through the details on Expenditures for Library Services, Personnel, Facilities, Overhead, and Other (BP page 39). The presentation concluded with an overview of the operating budget accounts that need the FY25 amounts finalized: Salaries and wages, Property and casualty insurance, Contract services, Services and resource development, and the Special reserve fund (BP page 40).

The levy total and allocations will go to the Village Board upon Board approval.

A MOTION was made by Trustee Fiffer, and seconded by President Parfitt, **TO APPROVE THE PROPERTY TAX LEVY REQUEST AS PRESENTED.**

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

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

Nays: None

Absent: Pope

- b. Presentation of Third Quarter updates of the 2023-2024 Implementation Plan
The Director shared the latest implementation plan report from the management team for the third quarter (July to September). He provided updates related to the four areas of improved facilities, organizational development, enhanced services and resources, and expanded outreach.
- c. Discussion regarding the potential revision of the Alcoholic Beverages Policy
As part of the consideration of a revision to the Alcoholic Beverages Policy, Trustee Fiffer found that many area libraries do not have such a policy. After discussion of the Village's licensing requirements and existing library policies regarding behavior, the Board agreed to sunset the Alcoholic Beverages Policy. The policy may be revisited if the building renovation includes a large program space.
- d. Approval of the fire alarm panel replacement proposal

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Schencker, **TO APPROVE THE FIRE ALARM PANEL REPLACEMENT PROPOSAL AS PRESENTED.**

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

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

Nays: None

Absent: Pope

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:10 p.m.

Respectfully submitted by Jeff D'Anastasio