

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 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, Beth Schencker and Nan Weiss-Ham. Present were library management team members Danny Burdett, 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. Also present was Glencoe resident Bob Kimble. Absent: Michael Pope.

3) ADDITIONS TO THE AGENDA:

The request to permit an in-library Staff Holiday Party was added to Consent Agenda.

4) CONSENT AGENDA:

- a. Approval of the October 16, 2024, Regular Board Meeting (RBM) minutes
A typo was noted (Board Packet [BP] page 6), replace “Fiscal Year 2024” with “Fiscal Year 2025.”

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE OCTOBER 16, 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

Absent: Pope

- b. Approval of the Schedule of Fines, Fees, and Loan Periods revision
BP page 8 summarized the changes made to the policy, with the major revision of the policy name becoming the “Schedule of Fees and Loan Periods.”

The Trustees agreed to remove the age requirement of four years old for a Glencoe resident to obtain a library card and noted a typo - “processing” instead of “process”—both on BP page 11.

A MOTION was made by Trustee Weiss-Ham, and seconded by Trustee Schencker, **TO APPROVE THE SCHEDULE OF FINES, FEES, AND LOAN PERIODS REVISION 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. Consideration to permit an in-library Staff Holiday Party.

The request is to hold the annual Staff Holiday Party in the library on Friday, December 13 from 6:30 p.m. to 9:00 p.m.

A MOTION was made by Trustee Lin, and seconded by Trustee Fiffer, **TO APPROVE THE CONSIDERATION TO PERMIT AN IN-LIBRARY STAFF HOLIDAY PARTY AS PRESENTED.**

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

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

Nays: None

Absent: Pope

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

Director Kim thanked Children's Services and Public Operations Manager Ann Finstad for separating the comments about the October 14 public forum and the renovation plan.

President Parfitt asked how soon action was taken after a patron complained about the condition of some Lower Level vents (BP page 14). Director Kim confirmed that the response was immediate.

Trustee Schencker noted a patron's desire for a credit card option at the photocopier and asked whether that was possible to implement (BP page 14). Technical Services and Automation Operations Manager Becky Halcli responded that the costs to set up a credit card reader were prohibitive at this time.

The Board questioned two patrons' complaints about a lack of library parking making them late for programs (BP page 14). Programs and Communications Head Grace Hayek explained that the two complaints were from the same person.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick addressed the Board with the Friends' concerns that the proposed renovation renderings indicate that the Friends Room space will be reduced by thirty percent. Their current storage room will also be lost. In their opinion, the loss of space will impact book sale revenues.

Other concerns of the Friends are that the donation bins for materials are not included in the renovation's adjustments to the main entry way and the honor shelf will be relocated.

President Parfitt thanked President Wick for her statement and assured her that the Friends' points are being taken into consideration. The Building Renovation Committee will continue to work with the Friends moving forward. He emphasized that many changes will occur as the process of determining renovation details proceeds.

8) COMMITTEE REPORTS:

a. Building & Grounds:

The Lower Level was closed October 19-21 to address potential contaminants on the vents. Once the issue was remedied, the Lower Level was reopened on October 22 (BP page 16).

b. Finance:

BP page 17 provided a summary of the October finances, as reported by Trustee Lin. The ending balance for the MaxSafe account was \$188,847, reflecting that October's expenditures were more than the month's revenues. Property tax revenues exceeded the YTD projection, with \$64,801 received but \$6,209 refunded from prior years.

c. Marketing:

Director Kim praised the successful October 14 public forum. The presentation of the renovation plan by Skidmore, Owings & Merrill drew 85 attendees, 401 views on YouTube, and 100 survey responses (BP page 25).

d. Plan Commission:

There was no report.

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

There was no report.

h. Technology:

Trustee Weiss-Ham presented the Technology Committee Report memo (BP page 28). Network and Digital Services Librarian Justin Franklin and Technology Librarian Matthew Byrd replaced the six public PCs in the Young Adult room, and five of the six public PCs in the Children's area. The replacement of staff PCs will continue to be evaluated for signs of performance degradation on an ongoing basis.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim highlighted a few items from his report that occurred since the October RBM:

The Staff Realignment Project officially began on November 18 with a staff survey. The Director will meet with staff on November 25 and 26 offering two different meeting times each day.

Administrative Professional Jeff D'Anastasio has been promoted to a full-time position. On October 28, he began to split time between Administration and Technical Services.

Four staff members celebrated their work anniversaries last month. Matthew Byrd in Adult Services and Technical Services – 1 year; Maureen Liebenson in Adult Services – 13 years; Sara Lifson in Adult Services – 16 years; Julie Rand in Circulation – 23 years. And special acknowledgement of Lisa Howland who retired on her work anniversary date of October 11, having served 44 years.

Thank you to Ann Finstad for leading the staff's annual sexual harassment prevention training and representing the library at the November 13 Realtors' Breakfast event.

The Director also thanked Trustee Krafcisin for representing the Board at the October 18 Boards & Bites event at Berlin Park. And he thanked President Parfitt and Becky Halcli for representing the library at the Caucus Town Hall meeting on November 7.

Finally, the Director congratulated Trustees Krafcisin, Pope, and Weiss-Ham for being slated for another term. And anticipated welcoming new Trustee Bob Kimble to the Board after the election in April.

Within the "Glencoe Public Library Statistical Report—October 2024" (BP pages 32-26), Trustees Fiffer and Krafcisin requested more year-to-year numbers comparison for both Meeting Room Use (page 32) and Programs (page 35) respectively. Trustee Lin suggested staff perform spot check counts of tutoring sessions taking place in the library.

10) NEW BUSINESS:

- a. Presentation of the Intergovernmental Agreement (IGA) for the Provision of Shared Services and Resources with the Village of Glencoe

As the memo on BP page 44 states, the Village would like to document the existing agreement with the library for shared services and resources. The major part of the working relationship is the library's participation in the Village's benefits and medical insurance plans for eligible staff.

Trustee Fiffer and President Parfitt led the Board-side review of the IGA, and requested revisions, including reciprocal Indemnification clauses (BP page 47). It

was also shared with the library's attorney. The Village Board will vote to approve the IGA at their December 19 meeting and requests that the Library Board approve it ahead of the 19th.

b. Presentation of the Fiscal Year (FY) 2025 Operating Budget

The following is Director's Kim's presentation to the Board of the highlights of the latest version of the FY2025 Operating Budget (BP pages 52-68 plus eight-page supplement):

Goals for next year's budget include designating a portion of revenues to transfer into the Special Reserve Fund while maintaining the funding necessary to continue delivering quality collections, services, and programs. The estimated Total Revenues for 2025 is \$3,312,216, approximately 4.5% less than the current year. 95% of the Total Revenues will come from Property Taxes in the amount of \$3,135,666.

Expenditures are categorized into three areas: Library Services, which is mostly programs and collection; Personnel; while three sub-areas: Facilities, Overhead, and Other expenditures make up the third area. As a zero-sum budget, Total Expenditures will match Total Revenues.

The budget includes a modest increase in Library Services expenditures overall. The management team requests an additional \$1,093, which is 0.2% over the current year.

Salaries & Wages will increase by 6.2%, which is lower than the 9.5% increase presented in October. There are three major library conferences in 2025 and 2026 so the Continuing Education funds will increase by 31%. Overall, Total Personnel will increase by 6.5%, approximately \$135,730.

Facilities Supervisor Joe Faust has requested a flat budget of \$161,500.

Other Overhead allocations are in line with the current year. \$75,000 will be allocated to Contract Services as the Library Board considers hiring a consultant to help guide the capital campaign topic. \$53,000 remains the allocation to Debt Service, and Service & Resource Development will return to the standard allocation of \$20,000 which is \$13,000 less than the current year.

This allows the Library Board to allocate \$50,341 to the Special Reserve Fund.

c. Presentation of the Library Renovation Plan Public Forum summary and planning next steps

The following is Director Kim's presentation to the Board summarizing the October 14 Public Forum and anticipating the next steps of the planning process with SOM:

It was a successful event. Not because of the number of attendees nor the YouTube views or survey responses received. It was the engagement with community members—residents, library users, non-library users, key stakeholders, and elected officials—that went beyond October 14.

The most prevalent concerns were: Passthroughs connecting the Johnson Room to the Forte Room – 14.4%; Potential modern design – 11.9%; Right-sizing the collection – 6.8%; Friends Room reduction in size – 6.8%; Overall project cost and property tax impact – 5.9%

Trustee Kraficisin, President Parfitt, and the Director met with SOM on November 7 to discuss and consider changes to the space plan in response to the feedback received after the forum. Prior to that meeting, the management team convened on November 4 to discuss the same.

Trustee Fiffer urged the Board to realize that the 100 survey results were a low number, and that any of the percentages for the concerns could be flipped to show that the vast majority of respondents were not concerned about any of the issues identified in the survey.

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 9:07 p.m.

Respectfully submitted by Jeff D’Anastasio