

MINUTES OF THE REGULAR MONTHLY MEETING OF THE GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES, WEDNESDAY, JULY 16, 2014, HELD IN THE HAMMOND ROOM OF THE LIBRARY

APPROVED REVISED MINUTES

Call to Order: President Grosch called the meeting to order at 7:33pm and roll call was taken with the following Trustees present: Kathy Doyle, Louis Goldman, Michelle Gooze-Miller, Teresa Grosch, Tracey Meyers, Joel Shoolin and Judy Zager. Present were library staff members: Danny Burdett, Ann Finstad, Mike Gershbein, Becky Halcli and Executive Director Juli Janovicz. Also present: Village Manager Phil Kiraly, Chair of the Plan Commission Caren Thomas, Director of the Glencoe Historical Society Karen Ettleson and Jamie Wilkey of Lauterbach & Amen, LLP

Additions to the Agenda: There were no additions to the agenda.

Public Comments: There were no public comments.

Approval of Minutes: Following a motion by Trustee Zager, seconded by Trustee Goldman, there was unanimous consent

TO APPROVE THE MINUTES OF THE JUNE 18, 2014 REGULAR BOARD MEETING.

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Treasurer's Report: Jamie Wilkey of Lauterbach & Amen, LLP presented the annual audit report for Fiscal Year 2012-13. Ms. Wilkey explained the report and detailed the schedules of fund balance. She answered questions about the operating reserve including the amount of "unassigned fund balance" designated for building needs and the 25% operating reserve requirement. Capital replacement cost contributed to the net loss of \$57,000 for the year. Trustee Gooze-Miller asked Ms. Wilkey to comment on the loss of interest received in the past year. Trustee Goldman commented that without the additional capital costs, there would have been a surplus. Trustee Shoolin asked Ms. Wilkey to comment on the effect of tax refunds on the overall receipt of funding. Ms. Wilkey replied that the Library has traditionally received 98% of its funding though some of this is received during the next year. Trustee Goldman stated that this past year the Library set aside \$40,000 in anticipation that some taxes may not be received in the current fiscal year. Ms. Wilkey stated that she would compose a one page memo of highlights with page number references for insertion into the bound edition of the report which would be finalized following the meeting. Ms. Wilkey was thanked for her time and her presentation. Following a motion by Trustee Shoolin, seconded by Trustee Doyle there was a roll call vote

TO APPROVE THE ANNUAL AUDIT FOR FY 2012-13 AS PREPARED BY LAUTERBACH & AMEN WITH THE MINOR ADJUSTMENTS AS DISCUSSED.

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Trustee Goldman reported that we will have a clear picture of the financial situation by the next meeting with taxes due on August 1, 2014. Property tax receipts are up approximately \$68,000 above last year due to the slightly higher levy.

Representative of the Friends of the Library: President Wick was unable to attend the meeting.

Unfinished Business: The decision to cancel the Regular August Board Meeting was revisited after the motion was tabled in June. Following a motion by Trustee Goldman, seconded by Trustee Shoolin, there was unanimous consent

TO CANCEL THE AUGUST 20, 2014 REGULAR BOARD MEETING

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

New Business: President Grosch introduced Village Manager Phil Kiraly and Chair Caren Thomas of the Village Plan Commission. The two presented an introduction to Glencoe Tune-Up and answered questions about the current process for updating the Village's Comprehensive Plan. Ms. Thomas discussed the various panel presentations planned for the year and the role of the Library in the process. Manager Kiraly discussed the role of the business community and the future draw of the new Theatre to the area. Both were thanked for keeping the Trustees informed about the direction of the plan since the Library is an integral part of the downtown district.

Karen Ettleson from the Glencoe Historical Society addressed the Board with a request to partner with the Library on a series of co-sponsored programs over the next two years celebrating the 100th anniversary of Ravine Bluffs and Frank Lloyd Wright in Glencoe. The kickoff Celebration is planned for Sunday, September 28th in the Johnson Room. Although in favor of the program, Trustee Shoolin expressed concern about the number of early closings. Director Janovicz said that upon receiving the original request, she asked the Historical Society to reconsider the program start time and suggested using the same hour as the Friends use for concerts in order to avoid patron confusion. Ms. Janovicz said she was not aware of any complaints but acknowledged the legitimacy of the concern. Following a motion by Trustee Shoolin, seconded by Trustee Doyle, there was unanimous consent

TO CLOSE THE LIBRARY EARLY ON SUNDAY, SEPTEMBER 28 AND SUNDAY, NOVEMBER 2, 2014 FOR THE CO-SPONSORED LECTURE AND RECEPTION WITH THE GLENCOE HISTORICAL SOCIETY IN CELEBRATION OF THE FRANK LLOYD WRIGHT CENTENNIAL

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Director Janovicz explained that the Resolution Adopting Prevailing Minimum Wage Rates Resolution No.2014-2015 was being passed in accordance with Illinois Law. The Village is required to pass the same Resolution this month.

Following a motion by Trustee Shoolin, seconded by Trustee Zager, there was unanimous consent

TO PASS RESOLUTION NO. 2014-2015/5 RESOLUTION ADOPTING PREVAILING MINIMUM WAGE RATES

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Following a motion by Trustee Shoolin, seconded by Trustee Meyers, there was unanimous consent

TO UPDATE THE FINES AND FEES CHART IN ACCORDANCE WITH THE CCS MEMBERSHIP DRIVEN POLICY

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Director Janovicz said that the Meeting Calendar needed to be revised as a result of the August Board Meeting cancellation. Following a motion by Trustee Zager, seconded by Trustee Shoolin, there was unanimous consent

TO ADOPT A REVISED 2014-2015 MEETING CALENDAR

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Following a motion by Trustee Zager, seconded by Trustee Doyle, there was unanimous consent

TO ACCEPT TRUSTEE ZAGER'S FORMAL RESIGNATION AND DECLARE A TRUSTEE VACANCY

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Following a motion by Trustee Shoolin, seconded by Trustee Zager, there was unanimous consent

TO APPOINT BARBARA BREAKSTONE TO FILL THE UNEXPIRED TERM

Voting affirmatively were Trustees Doyle, Goldman, Gooze-Miller, Grosch, Meyers, Shoolin and Zager. Nays: None.

Ms. Janovicz said that Ms. Breakstone had a longstanding prior commitment and was unavailable to attend the evening's meeting. She would take her oath of office later in the month.

Director's Report:

Ms. Janovicz discussed the recent ALA Conference in Las Vegas that she and Danny Burdett had attended. In spite of the weather, it was a successful trip! They reported on a number of technology exhibits including self-check machines and sorting machines. She stated that they would provide additional detail in September. Danny Burdett said that he attended a technology program on maker spaces.

Director Janovicz extended an invitation to all of the trustees to attend Staff Development Day on September 12. The day will include a visit to Ragdale and Lake Forest Library.

Buildings and Grounds: Trustee Meyers reported that the replacement Hawthorn tree donated by the Friends was planted. Trustees asked about the cost of the tree. Ms. Janovicz said that she purposely sought a substantial tree to fill the vacated space. The new tree is a 12-15 foot Hawthorn which will block the road and create an enclosed space. Trustee Meyers reported on the painting and the bay window trim replacement. Both projects are taking longer than anticipated due to weather delays. Trustee Meyers reported on the problems with the air conditioning unit. Unfortunately, the problems were in the refrigerant lines which are not covered by the service contract, therefore a charge was incurred.

Marketing and Planning: Trustee Doyle reported that Director Janovicz had prepared an RFP for the upcoming planning process. Proposals are due back on August 11. Ms. Janovicz distributed a copy of the draft RFP and explained the responses could be broken into pieces depending on the strengths of the consultants. Trustee Doyle said that the format of the RFP was similar to documents that her firm receives. Trustees asked about the scope of the RFP and whether the document was intended to solicit several consultants or one. Ms. Janovicz said that the intent of the RFP is to gather information. Many of the consultants specialize in more than one area. Although the RFP does not ask for a marketing plan it is being sent to consultants with backgrounds in marketing, strategic planning and board development. The library may decide to choose one consultant for the entire project or to break the process into various components, including board development, depending on consultant strength and expertise. Trustee Shoolin disagreed with the need for a separate board development workshop. Ms. Janovicz said that she hoped to obtain a matching grant to offset the cost of board development. Trustee Gooze-Miller said that the Planning Committee will meet in August, following the receipt of the proposals for Board Development and Strategic Planning, to chart the next steps in the process prior to the September Board Meeting.

Trustee Doyle said that she had discussed next steps in marketing with Director Janovicz and plans to meet with the staff responsible for marketing at the end of August to discuss ways to improve online communications within our current staff and budget constraints since we have decided to postpone moving forward with a marketing plan. She also plans to create a one-page document outlining the need for marketing in the library, both short-term and long-term.

Plan Commission: Trustee Goldman acknowledged that the Commission's business had been covered earlier in the evening by Planning Commission Chair Caren Thomas and Village Manager Phil Kiraly.

RAILS: Trustee Shoolin reported that he hadn't received anything new. Director Janovicz mentioned the State Library was focused on the upcoming Per Capita Grant requirements including the Edge Technology Assessment.

President Grosch read the following text (see attached) into the official record of the July 16, 2014 Regular Board Meeting of the Glencoe Public Library. Those assembled thanked Trustee Zager for her long tenure and dedicated service to the Glencoe Library and the Community. The Executive Director and Trustee Zager's fellow trustees expressed how deeply she will be missed. Trustee Zager was given a

framed copy of the document and an engraved clock commemorating her years of service on the Board. Those assembled broke for a short reception honoring Trustee Zager as the meeting was adjourned. There being no further business, President Grosch adjourned the meeting at 9:20 pm.

**Juli Janovicz
Executive Director,
Meeting Secretary**