

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 20, 2018 - 7:30 PM**

**APPROVED MINUTES**

**1) CALL TO ORDER** - President Goldman called the meeting to order at 7:32 p.m.

**2) ROLL CALL:** The following Trustees were present: Jacqueline Babb, Donna Craven, Kathy Doyle, Louis Goldman, Teresa Grosch, Bruce Ronner, and Calvin Saravis. Also present were Library staff members: Danny Burdett, Ann Finstad, Becky Halcli, Liz McClain, Athens Moreno, and Executive Director Andrew Kim. Also in attendance was Marti Wick, President of the Friends of the Glencoe Public Library.

**3) PUBLIC COMMENT:** There was no public comment.

**4) ADDITIONS TO THE AGENDA:** There were no additions to the agenda.

**5) CONSENT AGENDA (ACTION)**

a. Approval of the January 16, 2018 Regular Board meeting minutes

Two corrections were requested by Trustee Grosch:

Page 6 - Item 11e should read "It was noted that *policy* had earlier been discussed."

Page 7 - Item 13 - The last sentence should read, "*salary adjustment.*"

A **MOTION** was made by President Goldman, and seconded by Trustee Grosch **TO APPROVE THE ITEMS IN THE CONSENT AGENDA AS AMENDED**

The **MOTION** passed unanimously by voice vote of those present.

AYES: Babb, Craven, Doyle, Goldman, Grosch, Ronner and Saravis

NAYS: None

**6) REPRESENTATIVE FROM THE FRIENDS OF THE LIBRARY**

President Wick noted that the book sale is coming up from March 2-5. Board members were emailed an invitation to the preview sale on February 19. The Friends have lots of children's books available and are hoping for good weather. The Annual Appeal has received just over \$19,000 to date.

**7) TREASURER'S REPORT**

a. End of January 2018 financials

Trustee Craven reviewed the End of January financials and noted that in general the Library is under budget.

Continuing Education reflected PLA conference registration costs for seven staff. A repair to the existing HVAC system was made. Equipment and furniture purchases reflect spending on new atomic clocks and shelving. LAN Hardware/Software included purchases for two new laptops and a security camera.

Trustee Ronner made observations regarding the Library's salary and medical insurance lines over the previous fiscal year. He highlighted that that this is due to the increase in the number of staff members who are full-time and receiving benefits.

Director Kim discussed the final payment schedule for the construction fund, noting that expenses were \$13,647.00 over expected costs.

Trustee Goldman noted an increase in property tax revenues in December over the previous fiscal year, likely due to prepayment of taxes.

## **8) UNFINISHED BUSINESS**

### **a. Consideration to approve FY 2019 draft budget (ACTION)**

Director Kim presented the budget as revised.

Trustee Doyle asked about the status of copier contracts. Director Kim is addressing issues with the current contracts with the two vendors currently serving the Library and seeking cost-saving changes.

**A MOTION** was made by Trustee Goldman and seconded by Trustee Ronner **TO APPROVE THE FY 2019 DRAFT BUDGET AS PRESENTED.**

The **MOTION** passed unanimously by roll call vote of those present.

AYES: Babb, Craven, Doyle, Goldman, Grosch, Ronner and Saravis.

NAYS: None

### **b. 2019-2021 Strategic Plan update**

Trustee Babb reviewed the memo on the Strategic Planning RFP included in the Board packet. Trustee Ronner requested the addition of a not-to-exceed amount, as well as billing rates and estimated hours by level. It was clarified that the RFP includes a request for the specific people in the firm who would work on the project and that references will be checked. Trustee Craven inquired as to whether the April 1 deadline was realistic. Trustee Babb reported the current timeline to issue the RFP is the end of February. Trustee Doyle suggested the Library develop an estimate of the amount of existing data that the firm would need to review. Trustee Babb will prepare the estimate with input from staff.

## 9) NEW BUSINESS: No New Business

### 10) REPORT OF THE EXECUTIVE DIRECTOR

#### a. Director's report

Director Kim, Trustee Ronner, and Trustee Grosch attended the ILA Legislative Breakfast on February 19. Topics discussed included tax freezes, net neutrality, and library audit processes. The Library's audit fieldwork has been rescheduled to May 24-25. Seven staff members will be attending the biannual Public Library Association conference. Library staff will begin work on a revised Collection Development Plan in the new Fiscal Year. The Village Sesquicentennial will be celebrated in 2019, with the Library participating. A program featuring author Stuart Dybek is scheduled for March 13. The Circulation work room renovation is ongoing, with a target completion date of March 1. Danny Burdett and Grace Hayek were recognized for their work on the revision of the Library newsletter - starting with the upcoming issue, *Excerpts* has a new look and is in full color.

#### b. Department reports

Head of Circulation Danny Burdett clarified that 16% drop in Total Registered Borrowers over the previous fiscal year reflected past inaccurate data reporting.

Director Kim noted the Children's ScribbleMonster concert was held in the Johnson Room. Trustee Babb suggested that children in attendance at the Takiff Center on no school days are an opportunity for the Library to present offsite programs to a captive audience.

Head of Adult Services Liz McClain reviewed Electronic Resources statistics, including changes in reporting measures from Novelist and normal fluctuations in Niche Academy use due to introduction of new content. ProQuest Obituaries is no longer offered as a subscription service.

### 11) COMMITTEE REPORTS

#### a. Building & Grounds - No report

#### b. Marketing

The Library has merged its weekly email list with emails collected in the ILS, adding 2,600 emails to the current subscription list. The initial welcome newsletter goes out on February 21, with an option for people to unsubscribe.

#### c. Plan Commission - No report as the Plan Commission did not meet in January.

#### d. Planning

##### (1) FY18 Performance Plan Q4 summary

Director Kim noted the large number of projects undertaken in FY 2018. He plans to scale back in FY 2019 to give staff more time to focus on only a handful of projects in each department.

#### e. Policy & Bylaws – No report

## 12) COMMUNICATIONS

- a. Local press
- b. Patron comments

Trustees observed that the new format for patron compliments and complaints was difficult to read, and requested to return to the previous format.

## 13) EXECUTIVE SESSION

A **MOTION** was made by President Goldman, and seconded by Trustee Craven **TO CLOSE THE REGULAR MEETING AND OPEN EXECUTIVE SESSION AT 8:15 p.m.** pursuant to ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

The **MOTION** passed unanimously by voice vote by those present.

AYES: Babb, Craven, Doyle, Goldman, Grosch, Ronner, Saravis.

NAYS: None

A **MOTION** was made by President Goldman, and seconded by Trustee Grosch **TO CLOSE THE EXECUTIVE SESSION AT 8:52 p.m. AND REOPEN THE REGULAR MEETING.**

The **MOTION** passed unanimously by voice vote of those present.

AYES: Babb, Craven, Doyle, Goldman, Grosch, Ronner, Saravis.

NAYS: None

## 14) ADJOURNMENT

There being no further business before the Board, President Goldman asked for a motion to adjourn.

A **MOTION** was made by Trustee Grosch, and seconded by Trustee Doyle **TO ADJOURN THE BOARD MEETING AT 8:53 p.m.**

The **MOTION** passed unanimously by voice vote of those present.

AYES: Babb, Craven, Doyle, Goldman, Grosch, Ronner, Saravis.

NAYS: None

**15) NEXT REGULAR BOARD MEETING** Tuesday, March 20, 2018 at 7:30 p.m.

Respectfully submitted by Ann Finstad