

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, NOVEMBER 20, 2018 – 7:30 P.M.  
HAMMOND ROOM, 320 PARK AVENUE, GLENCOE, IL 60022**

**APPROVED MINUTES**

- 1) **CALL TO ORDER:** President Goldman called the meeting to order at 7:35 p.m.
- 2) **ROLL CALL:** The following Trustees were present: Jacqueline Babb, Donna Craven, Kathy Doyle, Louis Goldman, Teresa Grosch, Tracey Meyers, and Bruce Ronner. Present were library staff members: Danny Burdett, Becky Halcli, Liz McClain, and Andrew Kim, Executive Director. Also present were Marti Wick, President, Friends of the Glencoe Public Library.

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

4) **ADDITIONS TO THE AGENDA:**

A **MOTION** was made by Trustee Babb and seconded by Trustee Doyle  
**TO ADD THE APPROVAL OF THE STRATEGIC PLAN DRAFT AS AN ACTION  
ITEM TO UNFINISHED BUSINESS.**

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

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner

NAYS: None

- 5) **CONSENT AGENDA:** President Goldman asked for approval of the Consent Agenda items:
  - a) Vote to approve the minutes of the October 17, 2018 Regular Board meeting.

A **MOTION** was made by President Goldman and seconded by Trustee Doyle  
**TO APPROVE THE ITEMS IN THE CONSENT AGENDA**

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

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner

NAYS: None

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

President Wick thanked the Board and library staff for the party in the Friends honor on October 29. She said that the fall concert on November 4 was fabulous with attendance of 161. President Wick also noted that the Friends are getting a nice response to their annual appeal, are preparing for the next book sale in March 2019 and are now listed on Amazon Smile.

## 7) TREASURER'S REPORT

### a) October 2018

Trustee Craven reported that the Library has exceeded its budgeted income for the year, the increase due to grants and interest income. She further stated that while the Equipment and Furniture line is over budget, library finances are well.

## 8) UNFINISHED BUSINESS

- a) Executive Director Kim reported that the updated quote for a panic alarm and physical access system had increased \$152.00 to reflect the meeting of prevailing wage standards.

**A MOTION** was made by Trustee Doyle and seconded by Trustee Babb  
**TO APPROVE THE REVISED PANIC ALARM AND PHYSICAL ACCESS  
SYSTEM PROPOSAL**

The **MOTION** passed unanimously on a roll call vote by those present

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner

NAYS: None

- b) Executive Director Kim made the following comments on the FY 2020 Levy Budget:

- The amount of the levy was confirmed with the Village as \$2,438,493.00, which includes \$49,808.00 in new money and \$16,865.00 from new growth.
- Refunds for the first eight months are \$64,768.00 compared to \$57,672.00 for the same period last year.
- Operating revenue is expected to decrease again next year.
- The amount budgeted for library services expenses will increase slightly.
- Operating expenses will increase by 3.6%, with salary and wages increasing by 2%.
- Repair and maintenance is increasing by \$5,000.00, with the largest increases reflected in capital replacement and LAN hardware and software.
- The line for LAN/IT consulting maintenance will be zeroed out due to the existing balance with the Library's consulting firm.
- Services and programs that we provide are made possible by the assistance of The Friend of the Library, whom he wanted to recognize.
- The lines for CCS and OCLC membership are expected to decrease by the time of the draft budget in January 2019.

**A MOTION** was made by Trustee Babb and seconded by Trustee Doyle  
**TO APPROVE THE FY 2020 LEVY BUDGET**

The **MOTION** passed unanimously on roll call vote by those present

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner

NAYS: None

- c) Trustee Babb thanked the Strategic Planning Committee for its work and provided a summary of the process, from mission to vision, goals and ultimately strategies and measures. She said that the seventh draft might face a few additional edits, including taking a softer stance on programming outside of the library building.

Discussion ensued on the Strategic Plan draft. After some discussion of Goal 3, Trustee Goldman said that the word "guided" might be used in place of "curated," and there was general agreement on this point.

A **MOTION** was made by Trustee Doyle and seconded by Trustee Grosch  
**TO APPROVE THE 2019-2021 STRATEGIC PLAN DRAFT**

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

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner  
NAYS: None

## 9) **NEW BUSINESS**

- a) Executive Director Kim said that no action was needed on the policy revisions.
- b) With regard to the Alcoholic Beverages Policy, Director Kim said that no liability adjustment was required. President Goldman said that any such program presenters should add the library as an "additional insured" on their policy and provide the Library with a certificate of insurance.

A **MOTION** was made by Trustee Craven and seconded by Trustee Grosch  
**TO APPROVE THE ALCOHOLIC BEVERAGES POLICY**

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

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner  
NAYS: None

- c) Director Kim said that in regard to the Per Capita Grant, we would update the population of Glencoe from 8,723 to 8,881. He further noted that the Library does not currently have a reader's advisory policy, but does have a Reference Services Policy. A reader's advisory policy may be forthcoming in the year ahead. He also said that continuing education is not mandated for the staff, but encouraged. He then reviewed the overall document.

A **MOTION** was made by President Goldman and seconded by Trustee Craven  
**TO APPROVE THE ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION  
AND EXPENDITURE REPORT**

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

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner  
NAYS: None

**10) REPORT OF THE EXECUTIVE DIRECTOR:** Director Kim reviewed his report included in the packet. He highlighted the following:

- He thanked Grace Hayek and Lisa Howland for their work on the party for the Friends of the Library on October 29.
- He has met with Scott Javore with regard to preliminary plans for the bathrooms project and is pleased with the progress. The next step will involve Mr. Javore providing more exact drawings and firmer cost estimates in response to e-mail inquiries.
- The Collection Development Plan is coming along, thanks to the work of Becky Halcli, Liz McClain and Ann Finstad.

**11) COMMITTEE REPORTS**

- a) Building & Grounds - No report
- b) Finance - No report
- c) Marketing - Trustee Doyle said it was a banner month for social media and general traffic, up on all measures. She has talked with Director Kim and Athens Moreno about the new website design.
- d) Plan Commission - President Goldman said the Plan Commission had approved the consolidation of two lots on Drexel Avenue. He also said that someone on the next Library Board should be designated to attend meetings of the Plan Commission.
- e) Planning - No report
- f) Policy & Bylaws - No report
- g) Technology - No report

**12) COMMUNICATIONS**

- a) Local press
- b) Patron comments - President Goldman inquired about the patron complaints made about game players in the Forte Reference Room. Director Kim said that all of the complaints came from one patron and the issue has been addressed.

**13) EXECUTIVE SESSION 5 ILCS 120,** The Library Board of Trustees may vote to go into closed session to discuss matters pertaining to any/all of the Open Meetings Act exceptions.

The Board did not enter Executive Session.

**14) ADJOURNMENT**

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

A **MOTION** was made by Trustee Babb, and seconded by Trustee Craven **TO ADJOURN THE MEETING AT 8:48 P.M.**

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

AYES: Babb, Craven, Doyle, Goldman, Grosch, Meyers, Ronner

NAYS: None

15) **NEXT REGULAR BOARD MEETING:** Tuesday, January 15, 2019

Submitted by Danny Burdett