

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

APPROVED MINUTES

1) **CALL TO ORDER** - President Goldman called the meeting to order at 7:30 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: Ann Finstad, Becky Halcli, and Executive Director Andrew Kim.

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 February 20, 2018 Regular Board meeting minutes

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

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:** No representative in attendance.

7) **TREASURER'S REPORT**

- a. End of FY 2-17-2018 financials

Trustee Craven reviewed the end of fiscal year. She noted that costs in the *Continuing Education* line are higher due to the payment of final Public Library Association conference costs. Costs in the *Building Repair & Maintenance* line are higher due to the Circulation work room renovation; renovation of the first floor closet; relocation of a heat detector in the Hammond Room; and the purchase of an additional atomic clock. Costs in the *Equipment & Furniture* line are slightly higher due to the costs for new tables in the Hammond Room and Circulation work room shelving, cabinets and mail slots.

Trustee Craven noted that all costs associated with the HVAC project have been paid. The project was over budget by approximately \$13,500 due to a larger abatement project than anticipated in the Forte

Reference Room. Director Kim informed the Trustees that additional costs went to 20/10 Engineering for project plans and prints.

The Library has a net operating change of \$104,623.99 for FY 2017-18. It is \$26,653 less than the remainder of FY 2016-17, \$131,277.13. It was noted that this is due to increased salaries and insurance.

The Finance Committee will meet before the April 17, 2018 Regular Board meeting to discuss using reserves for the purchase of CDs whose earned interest would be used to pay down the loan faster.

Trustee Ronner requested that the -\$2.42 in the dedicated Criterion Collection Fund be removed.

8) UNFINISHED BUSINESS

a. 2019-2021 Strategic Plan update

Trustee Babb reviewed the upcoming 2019-2021 Strategic Plan process. She noted that the Glencoe Park District has agreed to share their strategic planning information with the Library which will save the Library time and money.

The RFP for strategic plan consultants has been prepared and sent to seven companies; six have responded that they will be submitting proposals. Proposals must be received by April 1, 2018. Trustee Babb will review the proposals and prepare a recommendation for the April 17, 2018 Regular Board meeting.

9) NEW BUSINESS:

a. FY19 Performance Plan

The Plan for FY 2018-19 was included in the packet. Trustees requested information on one of the Performance Plan goals.

Status of active shooter policy: Director Kim had met with a security company recommended by the Village of Glencoe. The company representative has not sent a security proposal or responded to requests for information. Director Kim will reach out to area libraries and the local school district to review their written policies and procedures. He will also contact Public Safety for assistance. Currently, staff has been instructed to follow the Department of Homeland Security recommendations to Run – Hide – Fight. Director Kim reviewed the Library's use of security cameras. Trustees Saravis suggested that panic buttons to be installed at all public service desks.

Trustees requested more information on several of the items from the *2015 Facilities Assessment*.

- Chimney removal: Director Kim reported that the chimney should be removed per the assessment. Trustees think it is important for the physical appearance of the building. They would like information on the cost to repair the chimney.
- Glass fireplace screen: Director Kim responded that glass doors are for appearance more than safety.

- Recarpeting: Director Kim recommends replacing carpeting with floor tiles because they are easier to maintain and specific tiles can be replaced when necessary. Our current carpeting should be replaced in three to five years.
- Replace galvanized pipes: Before the HVAC project began, 2010 Engineering looked at the piping in the building and reported that it was in good condition. However, the pipes in the restrooms may need to be replaced if they cannot sustain water pressure.

b. FY19 policy review schedule:

Director Kim included in the packet a proposal for a new schedule for policy review. Our current schedule has many policies needing review in October and he would rather this be spread out evenly throughout the year. He would also like to include new policies for: Computer Use, Concealed Carry, and Confidentiality.

10) REPORT OF THE EXECUTIVE DIRECTOR

Director reviewed his report and highlighted the following:

- Seven staff members are scheduled to attend PLA in Philadelphia but the weather is becoming a factor for travel plans.
- The Library will be in agreement with the majority when CCS chooses a point-of-sale credit card transactions vendor. At this time, we do not have any plans to accept credit cards at the Circulation desk.
- He reviewed the information that staff has created for patrons on the upcoming migration to a new ILS vendor, Polaris.
- The Library will participate in programs and planning for the Village Sesquicentennial celebration. Trustee Babb suggested that the Library work on fundraising efforts during this celebration time period. Executive Director Kim will discuss this with the Friends of the Library. It was suggested that the Library should explore using empty downtown storefronts to house traveling exhibits to bring attention to the Library.
- He reviewed approved donations from the Friends of the Glencoe Public Library.
- Trustees complimented the look of the updated *Excerpts*.

11) COMMITTEE REPORTS

a. Building & Grounds

1. Bathroom renovations update

Director Kim and Facilities Supervisor Steve Martin met with a representative from 20/10 Engineering's plumbing division. The Library needs more information regarding replacing pipes, flusher valves and service lines, and the anticipated disruption to Library and Village operations. The engineer from 20/10 Engineering will meet with Public Works and prepare a proposal.

b. Marketing

1. February report

Trustee Doyle noted that web sites hits were down slightly in February but that can be due to the fact that February is a shorter month. The Library merged its weekly newsletter list with those collected in the ILS which has increased our list of emails by 2,600. The initial welcome newsletter went out on February 21, 2018 and there have been very few recipients that have unsubscribed.

c. Plan Commission: The Plan Commission did not meet.

d. Planning: Covered under the *Strategic Plan* agenda item

e. Policy & Bylaws: Covered under *New Business*.

12) COMMUNICATIONS

a. Local press: Trustees enjoyed the press coverage of the reading igloo in the Children's department.

b. Patron comments: Trustees discussed one of the complaints included in the packet.

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.

No request was made to go into 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 Doyle, and seconded by Trustee Goldman **TO ADJOURN THE BOARD MEETING AT 8:33 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, April 17, 2018 at 7:30 p.m.

Respectfully submitted by Becky Halcli