

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY, BOARD OF TRUSTEES – FORTE REFERENCE ROOM
WEDNESDAY, SEPTEMBER 19, 2017 – 7:30 P.M.**

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, Louis Goldman, Teresa Grosch, Bruce Ronner and Calvin Saravis. Present were library staff members: Danny Burdett, Ann Finstad, Becky Halcli, Liz McClain, Athens Moreno and Executive Director, Andrew Kim. Also present were Marti Wick, President, Friends of the Glencoe Public Library and Dan Dorfman from the Pioneer Press. Absent: Kathy Doyle

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

4) ADDITIONS TO THE AGENDA

- a. Intergovernmental agreement for Overdrive/My Media Mall consortium

5) CONSENT AGENDA

President Goldman asked for approval of the following Consent Agenda items:

- a. Approval of the July 19, 2017 Annual Board meeting minutes
- b. Approval of the August 9, 2017 Special Board meeting minutes
- c. Approval of the Friends of the Glencoe Public Library requests to
 - i. Hold the fall concert on November 12, 2017 at 5:00 p.m., requiring the library to close at 4:00 p.m. and then reopen at 4:30 p.m.
 - ii. Hold the winter book sale from March 2-5, 2018, requiring the library to remain open from 6:00-8:00 p.m. on Friday, March 2 and open at 12:00 p.m. on Sunday, March 4
 - iii. Hold the spring concert on April 15, 2018 at 5:00 p.m., requiring the library to close at 4:00 p.m. and then reopen at 4:30 p.m.

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 by those present.

6) REPRESENTATIVE FROM THE FRIENDS OF THE LIBRARY

President Wick reported that the Village of Glencoe has approved the Friends of the Library logo for the next Glencoe vehicle sticker. Grace Hayek is helping with the design. President Wick reported that the Friends donated \$38,308.00 to the library during their last fiscal year. The most recent donation included: \$4,981.00 to the Adult Services Department for programs and reference books; \$3,924.28 to the Children's Department

for programming, \$1,602.14 to the Circulation Department for podcasting equipment and \$450.00 to Programming for a play discussion series to take place in winter 2018.

7) TREASURER'S REPORT

Trustee Craven reported:

- a. End of July 2017 financials:
 - i. The charge for legal fees was for the review of loan documents
 - ii. President Goldman responded to Trustee Ronner's question regarding the Capital Replacement fund.

- b. End of August 2017 financials:
 - i. The library is currently operating below year-to-date
 - ii. Director Kim indicated that there is a built-in cost retention of 10%, a standard practice with construction projects
 - iii. Trustee Craven reminded the Trustees that the listed property tax revenue is the net amount which takes into account refunds issued.

Trustee Ronner requested that a column be added to the Combined Balance Sheet and Statement of Operating Funds showing the previous year's totals to give more perspective.

Trustee Ronner questioned why Fines and Fees were down. It was explained that this was due to a combination of automatic renewals being made available to patrons at midyear and the removal of checkout fees for all titles in the video collection but new feature films at the beginning of the fiscal year.

Trustee Craven will research why property tax receivables went up. Per President Goldman's request, she will also review the Debt Service fund as President Goldman believes the actual to be too low.

Trustee Ronner requested information about the library's grant writing practice. Director Kim indicated that any grant writing is performed by staff. Trustees Saravis and Babb offered assistance in the future.

8) UNFINISHED BUSINESS

- a. Consideration to approve the revised Personnel Policy (ACTION)

Revisions were applied as directed by Trustees at the July 21, 2017 Regular Board meeting. After consulting with other village organizations and local public libraries, Director Kim included mandatory background checks for all prospective hires.

A MOTION was made by Trustee Craven, and seconded by Trustee Saravis **TO APPROVE THE REVISED PERSONNEL POLICY AS PRESENTED.**

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

9) NEW BUSINESS

- a. Consideration to approve the revised Hamil Conference Room Policy (ACTION)

Director Kim informed the Trustees the revision includes the ability for non-residents to use the Hamil Conference Room during specific hours on a walk-in basis only.

A **MOTION** was made by Trustee Ronner, and seconded by Trustee Bab **TO APPROVE THE REVISED HAMIL CONFERENCE ROOM POLICY AS PRESENTED.**

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

- b. Consideration to approve the Intergovernmental Agreement for the Overdrive/My Media Mall consortium (ACTION)

Director Kim presented the background information regarding the consortium's current position.

A **MOTION** was made by Trustee Saravis, and seconded by Trustee Ronner **TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR THE OVERDRIVE/MY MEDIA MALL CONSORTIUM.**

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

10) REPORT OF THE EXECUTIVE DIRECTOR

Director Kim highlighted the following from his report available in the packet:

Danny Burdett attended a podcasting conference in late August. The library will launch podcasting as a new service in spring 2018.

Director Kim met with the Village's Finance Director, Dave Clark to discuss the upcoming levy. Department Heads will have their preliminary budget requests to Director Kim by the end of September 2017.

11) COMMITTEE REPORTS

- a. **Building & Grounds:** Director Kim reported that the HVAC project is not complete. Issues continue with the air handling unit which services the south portion of the building. Director Kim has been informed by the project manager that the issue will be resolved before the end of September 2017 with punch lists and training to follow.
- b. **Marketing:** Network Administrator Athens Moreno reported an increase of Facebook activity in July which is likely due to publicity surrounding the purse

story. Twitter activity also increased while there were several downloads of the library's app. 3D printing continues to go well. Mr. Moreno will present the first 3D printing class in October. Mr. Moreno is still working with virtual reality products to determine if it's a viable service to patrons.

- c. **Plan Commission:** President Goldman reported the Plan Commission will meet on September 27.
- d. **Planning:** Trustee Babb confirmed that the current strategic plan runs through calendar year 2018. She also feels that research performed in 2014 is still viable information for the next strategic plan. President Goldman led a discussion about focusing on stakeholders that were missed or underserved in the current plan. Trustee Ronner also felt that patron comments are another form of a survey.
- e. **Policy & Bylaws:** Business was addressed in Unfinished and New Businesses.

12) COMMUNICATIONS

No correspondence to report

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 Acts exceptions.

There was no 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 Grosch, and seconded by Trustee Craven **TO ADJOURN THE MEETING AT 9:02 P.M.**

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

15) NEXT REGULAR BOARD MEETING

Wednesday, October 18, 2017 at 7:30 p.m.

Respectfully submitted by Liz McClain, Recording Secretary