

**REGULAR MONTHLY MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 17, 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 7:31 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, Athens Moreno, and Andrew Kim, Executive Director. Also present were Marti Wick, Friends of the Glencoe Public Library President and Glencoe residents Linda Lin and Roger Parfitt.
- 3) **PUBLIC COMMENT:** There was no public comment.
- 4) **ADDITIONS TO THE AGENDA:** There were no additions to the agenda.
- 5) **CONSENT AGENDA:** President Goldman asked for approval of the Consent Agenda items:
 - a) Vote to approve the minutes of the September 20, 2018 Regular Board meeting.
 - b) Approval to reopen on February 8, 2019 from 6:30 p.m. to 8:30 p.m. for a special after hours program.

A **MOTION** was made by Trustee Grosch and seconded by Trustee Meyers
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 reported \$8,507.00 was raised during the fall used book sale. The Friends thanked library staff for their help and was thankful for the overwhelming donations over the summer. President Wick reported the most recent donations made to the Library at the Friends' September Board meeting.

Adult Services	\$4,250.00
Children's	\$6,000.00 plus \$630.00 in reallocated funds
Programming	\$1,100.00 plus \$300.00 in reallocated funds
Administration	\$735.00 in reallocated funds

The Friends of the Library appeal letter was also mailed. And the next Friends concert will take place on November 4, 2018. The Friends are looking forward to the Friends appreciation event in late October.

President Goldman thanked President Wick and the Friends of the Library for their continued generosity in aiding the Library.

7) TREASURER'S REPORT

a) September 2018

Trustee Craven reported income was not high for the month, and proceeded to highlight monthly expenses that stood out. Trustee Ronner highlighted some figures regarding the reserves and combined balance sheet.

8) UNFINISHED BUSINESS: There was no Unfinished Business.

9) NEW BUSINESS

- a) Consideration to approve policy revisions: Internet, Library Regulations, and Lost and Found
Director Kim explained updates to the Internet Policy which centered on safety. Since the policy was last reviewed in 2007, further updates included no longer mentioning the Internet as a new service. Library Regulations changes included language regarding harassment and cellphone use in the building. Director Kim also explained that the Lost and Found Policy was last reviewed in 2006. The only policy change was to donate unclaimed money to the Friends of the Library in lieu of to the Library's general fund.

Trustee Babb asked how policy revisions were being relayed to the staff and public. Director Kim informed the Trustees that the staff Intranet and email system were the best ways to inform the staff and posting to the public information board was the traditional method for informing the public.

A MOTION was made by Trustee Craven and seconded by Trustee Meyers **TO APPROVE POLICY REVISIONS TO THE INTERNET, LIBRARY REGULATIONS, AND LOST AND FOUND POLICIES.**

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

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

NAYS: None

b) First draft of FY 2020 levy budget

Director Kim present an early draft of the FY 2020 levy budget. Director Kim reported the levy is 3.4% more than the current fiscal year budget. The first draft reflects \$27,000.00 of unallocated funds but he is certain that all funds will be designated for use in the second draft. Director Kim is still waiting to finalize expenses including the Library's membership fee with CCS. He also presented FY20 goals including hiring a full-time facilities assistant, investigating a VoIP phone system, and building repair projects.

c) Consideration to cancel December 18, 2018 Regular Board meeting

A MOTION was made by President Goldman and seconded by Trustee Grosch **TO CANCEL THE DECEMBER 18, 2018 REGULAR BOARD MEETING.**

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

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

NAYS: None

- d) Approval of the FY 2020 Regular Board meeting schedule

A **MOTION** was made by Trustee Doyle and seconded by Trustee Babb **TO APPROVE THE FY 2020 REGULAR BOARD MEETING SCHEDULE.**

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

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

NAYS: None

- e) Consideration to approve purchase of building panic alarm and physical access system
Director Kim presented his findings and set a recommendation to accept the estimate from ADT/Protection 1.

A **MOTION** was made by Trustee Meyers and seconded by President Goldman **TO APPROVE THE PURCHASE OF BUILDING PANIC ALARM AND PHYSICAL ACCESS SYSTEM AS PRESENTED BY ADT/PROTECTION 1.**

The **MOTION** passed unanimously by roll call 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:

- a) Director's report
- b) Monthly statistics
- c) Continuing education

Director Kim thanked Ann Finstad, Emily Fogle, Julian Wolfe, Jake Rogers, Becky Halcli, and Heidi McGarry for their work during Staff Development Day; staff that participated at Harvest Fest; and Trustees that participated at Coffee with the Boards. Grace Hayek and Director Kim met with Trustee Craven and Elsabé Schimmelpenninck of the Sustainability Task Force to discuss a collaborative quarterly program series.

11) COMMITTEE REPORTS

- a) Building & Grounds – No report
- b) Finance – No report

- c) Marketing – Trustee Doyle reviewed the marketing report included in the board packet and informed the Trustees that she will meeting with Director Kim and Athens Moreno in the near future to begin discussing the website redesign.
- d) Plan Commission – President Goldman relayed information regarding potential building design guidelines changes for downtown Glencoe.
- e) Planning – Trustee Babb reviewed recent strategic planning discussions. The next committee meeting will be Sunday, October 21, 2018.
- f) Policy & Bylaws – No report
- g) Technology – President Goldman inquired about why the Library purchased new 3D printers. Athens Moreno informed the Trustees that the trade-in opportunity presented by the manufacturer offered new product specifications such as built-in cameras and exhaust systems.

12) COMMUNICATIONS

- a) Local press
- b) Patron comments

Trustees discussed information provided in the board 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.

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 Craven and seconded by Trustee Grosch **TO ADJOURN THE MEETING AT 8:33 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, November 20, 2018

Submitted by Athens Moreno