

**REGULAR MONTHLY MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, AUGUST 21, 2018 – 7:30 P.M.**

**APPROVED MINUTES**

- 1) **CALL TO ORDER:** Trustee Grosch called the meeting to order at 7:31 p.m.
- 2) **ROLL CALL:** The following Trustees were present: Jacqueline Babb, Donna Craven, Teresa Grosch, Bruce Ronner and Calvin Saravis. Absent: Kathy Doyle and Louis Goldman. Present were library staff members: Becky Halcli, Liz McClain, Athens Moreno, and Executive Director, Andrew Kim. Also present were Glencoe residents Mabel Tung, Linda Lin, Craig Eisner, 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:** Trustee Grosch asked for approval of the Consent Agenda items:
  - a) Approval of the July 17, 2018 Regular Board meeting minutes
  - b) Approval of the August 13, 2018 Building & Grounds Committee meeting minutes

A **MOTION** was made by Trustee Babb, and seconded by Trustee Craven **TO APPROVE THE ITEMS IN THE CONSENT AGENDA.**

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

AYES: Babb, Craven, Grosch, Ronner and Saravis  
NAYS: None

- 6) **REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:**  
President Wick did not attend the meeting, and there was no report from the Friends of the Library.
- 7) **TREASURER'S REPORT:**  
Trustee Craven referenced the monthly financials on page 9 of the packet and reported that both property tax revenues and the Illinois State Library Per Capita grant have been received. The *Building Repairs & Maintenance* line is mostly routine expenditures but included \$1,200.00 to Junk King to remove large, unwanted items from the Library. The *Equipment and Furniture* line includes charges for a picnic table, outdoor shed, new door signs, and four new book carts. Trustee Ronner noted on page 9 of the packet that we are \$100,000 ahead of last year in revenues and will hold this in reserves. On page 10 of the packet, he noted that since the Library is a municipal entity, we deduct *Debt Service* as an expense.

8) **UNFINISHED BUSINESS**

a. Presentation and review of the community survey comprehensive report

Planning Committee Chair, Trustee Babb, reviewed the community survey comprehensive report. The survey was conducted in July 2018, and is a component of the Library's 2019-2021 strategic planning process. The strategic planning process data includes community demographics, Library usage, targeted focus group responses from staff, trustees, department heads and community leaders, and community survey responses. The rate of return was 430 responses. The survey focused on gathering information on community interest in space, markets and technology. Trustees feel the survey responses have given the Board a better sense of how the community uses the Library and what the community wants from it.

Overall survey results showed that Glencoe patrons approve of the Library and view it as an extension of education. The final strategic plan will include a more focused definition of education and what it means for space, markets and technology. Trustee Babb recommended that a cross-functional team of Trustees and staff draft the strategic plan.

The survey indicated a need to focus on space needs, therefore Trustee Babb recommends that the Board consider hiring a consultant to do a space analysis and offer "good-better-best" options only if the Library Board will consider acting on what is reported.

The time frame is to have the *2019-2021 Strategic Plan* ready to present at the November 2018 Board meeting. The next steps are to form the Board-Staff plan-writing committee, and for the Finance Committee to meet to discuss expendable funds.

9) **NEW BUSINESS:** There was no New Business.

10) **REPORT OF THE EXECUTIVE DIRECTOR:**

a. Director's report

There were no questions for the Executive Director on his report.

b. Monthly Statistics – July 2018

There were no questions on the July monthly statistics report.

c. Continuing Education

There were no questions for the Director on his meetings and continuing education schedule.

11) **COMMITTEE REPORTS:**

a) **Building and Grounds**

(1) Restroom renovations and water service line.

Local architect, Scott Javore was asked to provide a preliminary proposal for restroom renovations of the three public restrooms, and for replacement of the water service line. The preliminary proposal will include fees to his firm for design and construction management, the bidding process, and total costs and schedule.

The water service line can be switched over very quickly, and there is no demolition involved so this part of the project can be done in the winter months.

The exact costs will be presented to the Finance Committee to determine if funds will come from the operating budget, Reserve Fund or a combination of both. The Board is expected to vote on the project at the September 20, 2018 Regular Board meeting.

- b) Finance
  - (1) Insurance Valuation update

The Finance Committee has reviewed proposals and has selected Industrial Appraisal Company (IAC) of conduct an appraisal of the library building and contents.

- b) **Marketing**

Athens Moreno provided report. Website usage was down in July but there was an increase in usage with the Boopsie library app. The Library had survey response success (60-70 responses) using paid advertising on social media platforms.

- c) **Plan Commission:** No report

- d) **Planning:** The report was delivered under Unfinished Business.

- e) **Policy and Bylaws:** No report

- f) **Technology:**
  - (1) July 2018 report

In the future, statistics for 3D submission requests will be presented here.

12) **COMMUNICATIONS:**

- a. Local Press
- b. Patron comments

13) **EXECUTIVE SESSION:**

No request from trustees to go into Executive Session.

- 15) **ADJOURNMENT:** There being no further business before the Board, Trustee Grosch asked for a motion to adjourn.

A **MOTION** was made by Trustee Craven, and seconded by Trustee Babb **TO ADJOURN THE MEETING AT 8:46 p.m.**

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

AYES: Babb, Craven, Grosch, Ronner and Saravis  
NAYS: None

- 16) **NEXT REGULAR BOARD MEETING:** Thursday, September 20, 2018 at 7:30 p.m. in the Forte Reference Room.

Submitted by Becky Halcli