

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JUNE 21, 2023 – 7:00 P.M.  
HAMMOND ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**APPROVED MINUTES**

**1) CALL TO ORDER:**

President Parfitt called the meeting to order at 7:00 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present were Friends Board President Marti Wick, library staff member Jeff D’Anastasio, and guest Hannah Cullerton of Lauterbach & Amen.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

- a. Approval of the May 17, 2023 Annual Board Meeting (ABM) minutes
- b. Approval to close the library and suspend services for Staff Development Day

Staff Development Day is scheduled for a half day on Friday, September 22.  
The request is to open the library at 1:00 p.m. after the meeting.

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Schencker, **TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** voice vote of those present.

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham

Nays: None

**5) PUBLIC COMMENT:**

There was no public comment.

**6) COMMUNICATIONS:**

There were no comments regarding Communications.

**7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:**

The Friends’ fiscal year ended on May 31. President Wick was pleased to report that the annual appeal resulted in donations totaling \$26,258. The next book sale is scheduled for September 29–October 2. The Friends received over \$1,000 in

memory of Bobby Slotkin, which they will pass along to the newly created restricted fund in his name.

**8) PRESENTATION OF THE FISCAL YEAR 2022 LIBRARY ANNUAL FINANCIAL REPORT (AFR) BY LAUTERBACH & AMEN:**

Hannah Cullerton of Lauterbach & Amen presented an overview of the 2022 AFR. She described the audit process as smooth and the library received a “clean, unmodified” opinion, the highest possible.

The Trustees requested that Director Kim investigate the comments regarding the library being litigated under the Liabilities section of the AFR.

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Lin, **TO ACCEPT THE FISCAL YEAR 2022 LIBRARY AFR PENDING CLARIFICATION OF THE “CONTINGENT LIABILITIES—LITIGATION” NOTE.**

The **MOTION PASSED BY UNANIMOUS** voice vote of those present.

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham

Nays: None

**9) COMMITTEE REPORTS:**

a. Building & Grounds:

A summary of the May 17 building tour was included in the board packet.

b. Finance:

Trustee Lin summarized the May finances as aligning with typical spending trends for the Year To Date (YTD). The cash fund ended the month with \$2.5 million. The current YTD Property Tax Revenue was at \$1.3 million, with a \$13,000 decline in the revenue shown for May.

c. Marketing:

There was no report.

d. Plan Commission:

A May 24 meeting was summarized in the board packet. Trustee Pope estimated that the Village is about halfway through the “All In, Glencoe” comprehensive plan process.

e. Planning:

See New Business item b.

f. Policy & Bylaws:

The COVID-19 Vaccination Policy and Emergency Family and Medical Expansion Act and Emergency Paid Sick Leave Policy were both reviewed by Trustee Fiffer, Children’s Services and Public Operations Manager Ann Finstad, and Director Kim

as part of the quarterly review schedule. The policies did not require further edits and will remain active. They will be reviewed again in September.

g. Sustainability Task Force (STF):

Trustee Lin reported that the June donation and e-waste recycling days were a success. The task force is investigating whether cul de sacs can be used for native plant gardens. A limitation on the dates that gas leaf blowers are permitted was also mentioned, and two composting pilots would be conducted at upcoming festivals. Trustee Krafcisin added that a final draft of a sustainability action plan for inclusion in the Village's comprehensive plan was intended for September.

h. Technology

Trustee Weiss-Ham updated the Board on the new 360-degree security camera in the Lower Level. Technical Services & Automation Operations Manager Becky Halcli confirmed that the camera adheres to the library's Security Camera Use Policy. Becky praised Head of Programs & Communications Grace Hayek for organizing a device hard-drive wiping event at the library, which in turn enabled Technical Services to recycle many items for the Village's e-waste event.

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

Director Kim noted that a few updates were included in the board packet, but he particularly wanted to note an article by Children's Shelves Alex Towers "My Turn: Neurodivergence in Libraries" published in the June 2023 *ILA Reporter*.

He introduced a tentative timeline for a building renovation per Trustee Parfitt's request. The tentative timeline identified the key initial steps needed: first, engage with an architect and second, determine financing for a renovation.

The timeline has four stages: Preliminary Steps, Decision to Build, creating a Building Renovation Plan, and Financing the Renovation.

Director Kim proposed that a Building Renovations sub-committee of the Board be created to focus on the proposed timeline. Trustee Krafcisin requested that in his role on the Planning Committee he be part of the new committee, and President Parfitt also expressed his interest in joining.

Finally, the Board discussed a potential donation and expressed the intent to review the library's gift guidelines later this year.

**11)NEW BUSINESS:**

- a. Consideration to approve the HVAC Preventive Maintenance (PM) agreement for 2023-2024

Facilities Supervisor Joe Faust would like to sign a PM agreement with Black Irish Mechanical (BIM) of Morton Grove for \$5,250.

Trustee Fiffer recommended revisions to the second paragraph of the “Proposed Preventive Maintenance Agreement 2023/2024” (page 53 Board Packet) to clarify the Initial Term of the agreement.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin, **TO APPROVE THE HVAC PM AGREEMENT FOR 2023–2024 AS AMENDED.**

The **MOTION PASSED BY UNANIMOUS** roll call vote of those present.

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham  
Nays: None

b. Presentation of the 2023-2024 Implementation Plan

Director Kim credited Becky Halcli and Ann Finstad for leading the discussion to shift the 12-month performance plan to an 18-month implementation plan, one that not only identifies performance goals, but includes processes, metrics, and action steps. It will run through the end of Fiscal Year 2024 to resume annual plans beginning in 2025.

The emphasis shifts away from department specific projects to look at improvements holistically and comprehensively as an organization. Director Kim and the Management Team will present quarterly progress reports to the Board moving forward, which is reflected in the steps for proceeding with most goals.

**12)CLOSED SESSION:**

There was no Closed Session.

**13)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:55 p.m.

Respectfully submitted by Jeff D’Anastasio