

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JULY 19, 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 7:03 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, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present were Friends Board President Marti Wick and library staff member Jeff D’Anastasio.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

- a. Approval of the June 21, 2023 Regular Board Meeting (RBM) minutes

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Pope, **TO APPROVE THE JUNE 21, 2023 RBM MINUTES AS PRESENTED.**

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

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

Nays: None

- b. Approval of the Capitalization of Assets Policy revision.

Page 7 of the board packet outlined the changes recommended by Trustee Fiffer and reviewed by Trustee Lin. Trustee Krafcisin proposed that “ongoing basis” be changed to “annual” and in “Capitalizing” to reword “be” to “have a value.”

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin, **TO CAPITALIZATION OF ASSETS POLICY REVISION AS AMENDED.**

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

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

Nays: None

- c. Approval of the Gift & Fundraising Policy revision.  
The Board discussed the revision and agreed that more work was needed on refining the details. They will review the policy at the August 16 RBM.
- d. Approval of the Friends Fall Book Sale dates.  
The proposed dates are September 29–October 2. The Friday night hours are 4:30-6:30 p.m.

**A MOTION** was made by Trustee Schencker, and seconded by Trustee Weiss-Ham, **TO APPROVE FRIENDS FALL BOOK SALE DATES.**

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 dates for the fall book sale are Friday, September 29 through Monday, October 2. The library building will remain open until 6:30 on the 29<sup>th</sup>, and open at noon on the 1<sup>st</sup>. Building access will be limited to the Friends Room during the extra hours and no in-person patron services will be available. President Wick was pleased that the donations inventory has filled in ahead of the sale.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

The Facilities Team presented a report of projects completed, with a typo of “4” instead of “5”, and only “2” remaining projects not “3.” Additional projects include addressing issues with the automatic opening system for the front door, slated for mid-August.

b. Finance:

Trustee Lin noted the most significant aspect of the June finances was the three pay dates for the month from the bi-weekly schedule, resulting in a higher amount for Salaries. Overall Total Expenditures were at 46.25% at the halfway mark of the year.

c. Marketing:

There was no report.

d. Plan Commission:

The June 28 meeting was summarized in a report included in the board packet.

e. Planning:

As stated in the implementation plan, the Trustees and management team will tour four libraries to assist in the library's renovation planning. Director Kim has scheduled three of the four so far:

- Wednesday, August 2 at 10:00 a.m. – Skokie
- Monday, August 14 at 10:00 a.m. – Glen Ellyn
- Tuesday, August 15 at 3:00 p.m. – Prospect Heights

A tour of Lake Forest library is anticipated for mid-August. Participants will be provided with a note taking template to consolidate observations and impressions.

Also, he met twice with Trustee Krafcisin and Trustee Parfitt to begin outlining the work ahead for the committee, including a Space inventory report on how existing building space is being used. The committee will provide updates to the Board at future RBMs.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

Trustee Lin and Trustee Krafcisin reported on plantable seed cards handed out at the July 4 parade, an upcoming Friends of the Green Bay Trail composting game (July 29), and the presentation to the Village of the committee's sustainability proposals for the comprehensive plan (August 17).

h. Technology

Trustee Weiss-Ham referred the Trustees to the Technology Committee Report in the board packet. Highlights included acquiring a self-check option for the library, and other potential technologies Network & Digital Services Librarian Justin Franklin learned about at the American Library Association (ALA) annual meeting. The possibility of Netflix charging the library more fees for multiple uses of Roku devices is also being monitored.

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

Director Kim noted two work anniversaries in June: Alex Towers, Children's Shelves (2 years) in addition to volunteering for the library and a previous period of employment; Kimberly Wargin, Circulation Services, celebrated 12 years.

He thanked all the Trustees, Friends and staff that represented the library at the Independence Day Parade. A photo of the group was included in the board packet.

The Trustees praised ALA Conference summaries from Children's Services & Public Operations Manager Ann Finstad, Children's Programming Coordinator Michelle Litchman, Adult Services Librarian, Jake Rogers, and Adult Services Librarian Andrea Tucci.

Children's Librarian Emily Fogle and former staff member Jessie Bond had their article "How to Deploy a Discord Server for Teen Outreach" published in the July 5 Information Today.

The Village approached the library about a potential outdoor sculpture donation. The sculpture is approximately 7-feet tall. It belongs to the mother of a Glencoe resident who lives in Deerfield. The Board declined the donation.

**10)NEW BUSINESS:**

Trustee Pope raised the possibility of the library selling branded t-shirts, hats, and other apparel. Director Kim replied that this had been investigated by the library's accounting firm, with the conclusion that sales tax would need to be collected, along with obtaining vendor status. The Board agreed that the idea was worth further consideration.

**11)CLOSED SESSION:**

**A MOTION** was made by Trustee Schencker, and seconded by Trustee Lin, **TO ENTER CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 (C) (21).**

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

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

The Trustees left the open session at 8:20 p.m.

**12)CALL TO ORDER:**

President Parfitt called the open meeting to order at approximately 8:45 p.m.

**13)ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker, and Nan Weiss-Ham.

**14)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:52 p.m.

Respectfully submitted by Jeff D'Anastasio