

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, AUGUST 16, 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, Becky Halcli, Grace Hayek, Liz McClain, 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 July 19, 2023 Regular Board Meeting (RBM) minutes

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Schencker **TO APPROVE THE JULY 19, 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 Gift and Fundraising Policy revision  
Trustee Fiffer summarized the revision presented to the Trustees.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin **TO APPROVE THE GIFT AND FUNDRAISING POLICY REVISION AS PRESENTED.**

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 Social Media and Video-Conferencing Policy revision  
Director Kim explained that the final proposed revision was distributed before the Board meeting. It included rewriting the third bullet point under the “Policy” section and changing “reserves the right” to “may” in the first and

second paragraphs on the second page. The fifth paragraph was also revised for clarity.

The Board agreed to these changes, and also removed the word “to” from the top of the final page and added “or caregiver” to the second-to-last paragraph.

**A MOTION** was made by Trustee Lin, and seconded by Trustee Krafcisin, **TO APPROVE THE SOCIAL MEDIA AND VIDEO-RECORDING POLICY AS AMENDED.**

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:**

President Wick expressed satisfaction at the amount of donations accumulated by the Friends ahead of the September 29–October 2 sale. She anticipated the donation bins would be closed at least two weeks ahead of the sale.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin reported that Total Expenditures for July were a normal amount (\$202,433). She was pleased to note that at the Year To Date (YTD) point of 69% of Budget, actual expenses for 2023 so far were 53.24% at month’s end. Further Property Tax Revenue is anticipated to be delayed, possibly until November 1. Trustees asked for clarification on potential Digital Services and Facilities budget lines, which Technical Services & Automation Operations Manager Becky Halcli and Director Kim addressed in turn.

c. Marketing:

There was no report.

d. Plan Commission:

Page 36 of the Board Packet (BP) summarized a July 26 meeting of the Plan Commission.

- e. Planning:  
Director Kim reminded the Trustees of the final library tour at the Lake Forest Public Library on August 21. A Committee Of The Whole (COTW) meeting will be scheduled to discuss observations from the four tours.
- f. Policy & Bylaws:  
There was no report.
- g. Sustainability Task Force (STF):  
The STF will provide green tips to the school district at the start of the school year. Trustee Lin inquired about the success of the library's teracycle bin. BP pages 38-39 and 47 summarized library and STF programs for 2018-2022. Finally, the STF Annual Report for 2022 was included (BP pages 40-46).
- h. Technology:  
Trustee Weiss-Ham reported that two self-check terminals had been ordered for the library. One will replace the current terminal in Children's, and the other will be on the ground floor near Circulation Services. A mobile app will be another new feature available to patrons for materials checkout.

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

Among the highlights from Director Kim:

The addition of the Warren-Newport library's collection to the Cooperative Computer Services (CCS) holdings is scheduled for September 5.

Staff changes: Elise Rubenstein, Circulation Assistant, is expecting her first child in November and has announced her resignation. Her last day will be September 8; Evan Murdoch, Adult Services Librarian, has accepted a full-time position with the Chicago Public Library. Her last day will be August 31; Facilities Associate Charles Jacob's last day was July 30; Damian Castro is the new Facilities Custodian. His first day was July 18.

In response to a question from Trustee Lin, Director Kim informed the Board that the library has three open positions: Head of Adult Services, Adult Services Librarian, and Circulation Assistant.

He congratulated and thanked Children's Services & Public Operations Manager Ann Finstad for celebrating her 9-year work anniversary on July 10.

He and President Parfitt will participate in a civic leaders focus group for the Park District's comprehensive planning project on September 19.

There are several policies scheduled to be reviewed for the September RBM: The COVID-19 Vaccination Policy, the EFMLA and Emergency Paid Sick Leave Policy, the

Employee Remote Work Policy, and the Hamil Room Conference Policy. Trustee Fiffer will be overseas August 28 to September 12, so these reviews will be postponed until the October RBM.

The Celebration service event for former Trustee Mabel Tung will be on Saturday, August 26 at 10:00 a.m. at Christ Church in Lake Forest.

From the “Statistical Report,” Trustee Fiffer asked about the drop off in library Website usage and views in July (BP page 55). Issues with google analytics in late July and early August caused the data loss.

**10)NEW BUSINESS:**

Trustee Lin reminded the Board about the Illinois Library Association’s (ILA) Trustee Day on October 26 as part of this year’s annual meeting.

**11)CLOSED SESSION:**

There was no closed session.

**12)ADJOURNMENT:**

President Parfitt adjourned the meeting at 7:52 p.m.

Respectfully submitted by Jeff D’Anastasio