

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JANUARY 17, 2024 – 7:00 P.M.  
HAMMOND ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**APPROVED MINUTES**

**1) CALL TO ORDER:**

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

Vice President Fiffer entertained a motion to approve President Parfitt's remote participation in the meeting via speakerphone due to a personal disability.

**A MOTION** was made by Trustee Weiss-Ham, and seconded by Trustee Lin, **TO APPROVE PRESIDENT PARFITT'S REMOTE PARTICIPATION IN THE MEETING VIA SPEAKERPHONE.**

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

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

Nays: None

**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, Dale Heath, 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 December 20, 2023 Regular Board Meeting (RBM) minutes

**A MOTION** was made by Trustee Schencker, and seconded by Trustee Krafcisin, **TO APPROVE THE DECEMBER 20, 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 Friends Winter and Spring Book Sale dates

**A MOTION** was made by Trustee Weiss-Ham, and seconded by Trustee Lin, **TO APPROVE THE FRIENDS WINTER AND SPRING BOOK SALE DATES 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 Reimbursement of Expenses Policy revision

**A MOTION** was made by Trustee Parfitt, and seconded by Trustee Pope, **TO APPROVE THE REMIBURSEMENT OF EXPENSES 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

- d. Approval of the Use of the Library Policy revision

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Lin, **TO APPROVE THE USE OF THE LIBRARY 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

**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 acknowledged that the Winter Book Sale dates would be March 1-4, and reported that the annual appeal for donations was going well.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:  
There was no report.

b. Finance:

Trustee Lin reported that December's Total Assets benefited from the receipt of nearly \$500,000 in Property Tax Revenue from the second half installment. By

her estimate, the 2023 fiscal year closed with around \$200,000-\$300,000 budgeted but not spent. She requested a few additions to the Restricted Funds Expense and Revenue sections of the Director's monthly financial report to make it more aligned with the accounting firm's monthly report.

c. Marketing:

There was no report. President Parfitt requested an update on the status of the Marketing Committee by the next RBM. Trustee Pope asked if the past suggestion of selling branded apparel to promote the library had been explored.

d. Plan Commission:

There was no report

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

Trustee Lin noted that the Village had created a Tree Commission, which held its first meeting in December. She mentioned two forthcoming events: Donate and Recycle Day (May 11) and Village Cleanup Day (May 18).

h. Technology

Trustee Weiss-Ham referred to Network & Digital Services Librarian Justin Franklin's memo about the remediation phase of the pen test, and the replacement of the library's main public printer.

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

Director Kim reported on the following updates since the December RBM:

He noted that Cooperative Computer Services (CCS) shared consortium circulation totals for 2023. Vice President Fiffer requested more context for the numbers. Trustee Lin requested that the library publish its most circulated items on a regular basis.

The first round of overview meetings for the new Personnel Manual was completed in the second week of January. 86% of staff attended. Other times will be scheduled with remaining staff by the end of the month. Vice President Fiffer asked if there were any comments at the meetings about the Manual. Director Kim reported that the new Paid Leave For All Workers policy required by Illinois had raised the most questions.

He will attend a meeting led by the Village Manager on January 29 to discuss a possible community response to the current migrant situation.

Two staff members celebrated work anniversaries in December: Adam Brottman, Shelver – 2 years; Joan Schneider, Circulation Associate – 24 years.

The automatic front door entrance opener was installed on January 8.

Trustees had questions about the December “Glencoe Public Library Statistical Report.” President Parfitt noted that the eNewsletter “Subscribers” numbers had fallen significantly over the past year. Trustee Lin asked for more context on the “Visitors to Library” numbers, advising that five years of the data would be helpful for clarity. Finally, the Board was curious about the system that tracks visits to the library.

#### **10)NEW BUSINESS:**

- a. Presentation of the Fourth Quarter 2023 update for the 2023-2024 Implementation Plan  
Director Kim shared updates of completed and ongoing Implementation Plan projects.

Trustee Krafcisin asked for the community outreach data for the 2023 Q3 and Q4 parts of the metrics grid. Trustee Weiss-Ham noted the 6% circulation increase for “genrefied” Youth Fiction and requested to know which genre led the increase.

- b. Approval of the Illinois State Library (ISL) Per Capita Grant application and Expenditures Report

**A MOTION** was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE ISL PER CAPITA GRANT APPLICATION AND EXPENDITURES REPORT AS PRESENTED.**

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

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

- c. Consideration to approve the purchase of Hammond Room program tables  
The request was for the purchase of 12 program tables that are primarily to be used in the Hammond Room for \$21,034. There are 8 flip-top tables that will be available for any program, and 4 maker flex tables that will be used for Children’s Department programs.

This was a planned expense for the 2024 operating budget but is \$2,000 over the estimate of \$19,000. The Director and management team will adjust other planned furniture expenses for 2024.

**A MOTION** was made by Trustee Schencker, and seconded by Trustee Krafcisin, **TO APPROVE THE PURCHASE OF HAMMOND ROOM PROGRAM TABLES AS PRESENTED.**

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

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

**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) (1).**

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

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

The Trustees left the open session at 7:51 p.m.

**12)CALL TO ORDER:**

Vice President Fiffer called the open session to order at 8:00 p.m.

**13)ROLL CALL:**

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

**14)NEW BUSINESS:**

- a. Approval of the December 20, 2023 closed session minutes

**A MOTION** was made by Trustee Schencker, and seconded by Trustee Lin **TO APPROVE THE MINUTES FROM THE DECEMBER 20, 2023 CLOSED SESSION.**

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

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

- b. Approval to open minutes from the July 20, 2022 closed session to the public and to destroy its recordings

**A MOTION** was made by Trustee Schencker, and seconded by Trustee Pope **TO OPEN MINUTES FROM THE JULY 20, 2022 CLOSED SESSION TO THE PUBLIC AND TO DESTROY ITS RECORDINGS.**

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

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

Nays: None

Absent: Parfitt

**15)ADJOURNMENT:**

Vice President Fiffer adjourned the meeting at 8:00 p.m.

Respectfully submitted by Jeff D'Anastasio