

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, AUGUST 21, 2024 – 7:00 P.M.  
FORTE ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**APPROVED MINUTES**

**1) CALL TO ORDER:**

President Parfitt called the meeting to order at 7:37 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, Dale Heath, and Andrew Kim, Executive Director. Also present was 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 17, 2024, Regular Board Meeting (RBM) minutes  
In section 8) g. of the minutes, Trustee Lin requested that the words “discussions regarding participation in” be added before “the Glencoe Al Fresco dining event on July 19.”

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Schencker, **TO APPROVE THE JULY 17, 2024, RBM MINUTES AS AMENDED.**

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 Lost and Found Policy revision  
Board Packet (BP) page 7 outlined the key wording changes made in the policy revision. Trustee Lin recommended that consideration be given to storing items in one location in the future, with a locked option as needed.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin, **TO APPROVE THE LOST AND FOUND 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 were no public comments.

**6) COMMUNICATIONS:**

There were no comments regarding Communications.

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

Friends Board President Marti Wick was not in attendance.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin updated the Board on highlights of the July finances (BP page 11). She noted the library received nearly \$740,000 in property taxes in June, while refunding close to \$4,800. As a result, the total Property Tax Received Year To Date (YTD) amount grew to 66.3% of expected budget. Also, Total Expenditures were at 48.8% YTD as compared to the 58.3% YTD budgeted, showing that the library was doing very well at controlling spending.

c. Marketing:

Head of Programs & Communications Grace Hayek reported that the library will stop using X (formerly known as Twitter) due to lack of patron engagement (BP page 20).

d. Plan Commission:

There was no report.

e. Planning:

Director Kim referred to BP page 21, which summarized the Building Renovation Committee's (BRC) meetings with the architecture firm Skidmore, Owings & Merrill (SOM). Additionally, the Director and BRC met on August 6 with Children's Services and Public Operations Manager Ann Finstad and Technical Services and Automation Operations Manager Becky Halcli to discuss potential changes to internal operations resulting from the renovation.

SOM will present revised renderings to the Board at the September 18 COTW meeting. Director Kim will give an update on the master space plan to staff as part of the September 27 Staff Development Day, and a public presentation will be held at the library on October 14.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

There was no report.

h. Technology:

Trustee Weiss-Ham directed the Board to the Technology Committee report (BP page 23), which highlighted the ongoing equipment inventory, the expected installation of two additional security cameras in the Forte and Young Adult rooms and plans for PC upgrades and e-resource accessibility improvements later this year.

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

Director Kim updated the Board with news and events from the past month:

At the August 14 Governing Board meeting, Cooperative Computer Services (CCS) confirmed that both the Mount Prospect and Waukegan library catalogs would go live in the CCS system on October 1. The Vernon Area Public Library is anticipated to join in September 2025.

The management team has begun the Fiscal Year (FY) 2025 budgeting process. The preliminary budget will be presented to the Board at the September 18 RBM. The October 16 RBM will offer the levy for board approval, culminating in the presentation of the FY 2025 operating budget for board approval at the November 20 RBM.

New Adult Services Librarian Rachel Murray started on August 12.

In July, Ann Finstad celebrated her ten-year work anniversary and Facilities Assistant Damian Castro celebrated his one-year work anniversary.

Thank you to Trustee Weiss-Ham for representing the Board when State Representative Tracy Katz-Muhl visited on July 29.

Director Kim will attend the Illinois Library Association (ILA) Conference in Peoria from October 8-10.

The library hosted a meeting of the Village Nominating Committee (VNC) in the Forte Room on August 12. Future meetings are scheduled for September 8 and 29, and October 7, 13, 21, 27 and 28. The library will also host the Village's Home Rule Community Forum on October 8.

**10) NEW BUSINESS:**

There were no New Business items.

**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 DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06.**

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 8:06 p.m.

**12)CALL TO ORDER:**

Trustee Parfitt called the open session to order at 8:19 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)NEW BUSINESS:**

A **MOTION** was made by Trustee Schencker, and seconded by Trustee Parfitt **TO APPROVE THE MINUTES FROM THE JANUARY 17, 2024 CLOSED SESSION.**

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

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

A **MOTION** was made by Trustee Pope, and seconded by Trustee Lin **TO OPEN THE MINUTES AND DESTROY RECORDINGS FROM THE DECEMBER 15, 2022, AND FEBRUARY 15, 2023, CLOSED SESSIONS.**

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

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

**15)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:20 p.m.

Respectfully submitted by Trustee Beth Schencker and Jeff D'Anastasio