

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, SEPTEMBER 18, 2024 – 6:00 P.M.  
FORTE ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**APPROVED MINUTES**

**1) CALL TO ORDER:**

President Parfitt called the meeting to order at 6:00 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 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 August 21, 2024, Committee of The Whole (COTW) minutes
- b. Approval of the August 21, 2024, Regular Board Meeting (RBM) minutes

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE AUGUST 21, 2024, COTW AND 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

- c. Approval to remain open until 7:00 p.m. on Friday, November 29, 2024, to participate in the Village of Glencoe’s Light the Lights event

- d. Approval of the Friends Winter Book Sale dates

The proposed Book Sale dates are Friday, February 21, 2025, through Monday, February 24, 2025. The Friends are requesting their regular sale hours (Board Packet [BP] page 9).

**A MOTION** was made by Trustee Weiss-Ham, and seconded by Trustee Pope, **TO APPROVE REMAINING OPEN UNTIL 7:00 P.M. ON FRIDAY, NOVEMBER 29, 2024, FOR THE LIGHT THE LIGHTS EVENT, AND TO APPROVE THE FRIENDS WINTER 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

**5) PUBLIC COMMENT:**

There were no public comments.

**6) COMMUNICATIONS:**

There were no comments regarding Communications.

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

President Wick reported that the September Fall Book Sale was a success, with a near record revenue of \$9,502, second only to the Fall 2006 Sale. She also summarized the Friends' recent \$9,595 donation to the library, with the following amounts of support for programming in each department: \$1675 to Children's Services; \$5100 to Adult Services; \$1500 to Circulation; \$1320 to Programs & Communications.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin referred the Board to BP page 12, highlighting the following: the library received over \$600,000 in Property Taxes in August. Current Year Property Tax Revenues are now 93.1% Year to Date (YTD); overall, Total Revenues sit at 85.2% YTD; for Operating Expenditures at the two-thirds mark of Fiscal Year, each Expenditures section is performing well: Library Services—62% YTD, Personnel—62.9% YTD, and Facilities/Overhead/Other—35.5% YTD.

c. Marketing:

There was no report.

d. Plan Commission:

Trustee Pope noted that the Village Comprehensive Plan was in the semi-final draft stage and available to the public online.

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

BP page 21 and a supplemental memo reported on the August 27 STF meeting. Pertinent to the library was the STF's participation in the September 17 Glencoe Golf Club Star Gazing event—the telescope from the Library of Things was

available if needed. Trustee Lin requested that a typo on the supplemental memo be corrected: “2024” instead of “2204.”

h. Technology:

Trustee Weiss-Ham referred the Board to the Technology Committee report (BP page 22). Two new security cameras were installed in the Forte and Young Adult rooms, respectively.

3D printing service had renewed interest in the past month, but a key component had worn out on one of the printers. Network and Digital Services Librarian Justin Franklin and Technology Librarian Matthew Byrd researched replacements, focusing on area libraries. New printers should be available within the next few weeks.

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

Director Kim updated the Board with news and events since the August RBM:

Reaching Across Illinois Library System (RAILS) created *Illinois Libraries: Agencies of Impact, A Data Study*, which was included as a BP supplement. It is designed to be a library advocacy resource with talking points to assist in crafting conversations with community members.

Four staff members celebrated their work anniversaries in August: Heidi McGarry—12 years; Jeff D’Anastasio—8 years; Joe Faust—4 years; Juan Rodriguez—3 years.

The Village Nominating Committee (VNC) informed the Director of receipt of five applications for the four library Board vacancies. The deadline for applications was September 15. Additionally, the Director met with two interested residents about applying.

The library will host the Village’s final Home Rule Forum on October 8.

The library’s public presentation of master space planning is set for October 14 at 7:00 p.m. in the Johnson Room.

Next month’s RBM’s scheduled business items are the 2025 RBM schedule, the 2025 policy review schedule, and the quarterly update of the Implementation Plan, Board approval of the Property Tax levy request, and review of the Alcoholic Beverages Policy.

**10) NEW BUSINESS:**

a. Approval of the Library Board Bylaws revision

Trustee Fiffer led the review process and Trustee Lin shared suggested edits. President Parfitt also participated in the draft reviews. BP page 30 provides an overview of the Bylaws and lists the key changes made. In addition, Trustee Fiffer asked that in Section 6.05, the “5” in parentheses should be deleted as was done with other Arabic numerals (BP 42).

Upon Board review, further wording changes were requested: in 3.03 drop “an” and add “a consolidated” before “election,” in 3.04 replace “select” with “approve,” in 3.05 replace “selected” with “approved” (BP page 39); in 6.03 add “consolidated” before “election” (BP page 42).

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE LIBRARY BOARD BYLAWS REVISION AS AMENDED.**

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

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

Nays: None

b. Presentation of the Fiscal Year 2025 draft budget

Director Kim presented next year’s draft budget as a preview to the Board ahead of the levy request at the October RBM. The Director explained that there are still several missing elements to the budget.

Overall, the Fiscal Year 2025 operating budget will have two main focuses, both of which are elements of the strategic plan. One will be building on the progress made with staff compensation, and the other continuing education. A summary of the two initiatives is on the bottom of BP page 47 through page 48.

Trustees were appreciative of the initial information provided in the Director’s presentation. President Parfitt and Trustee Lin noted the lower amount of Property Tax Revenue projected for 2025 (\$3,075,184) vs. 2024 (\$3,349,859). President Parfitt shared a supplemental handout comparing Fiscal Year 2024 Actual Expenditures through August to the Fiscal Year 2025 draft budget projections.

**11)CLOSED SESSION:**

There was no Closed Session.

**12)ADJOURNMENT:**

President Parfitt adjourned the meeting at 6:55 p.m.

Respectfully submitted by Jeff D’Anastasio