

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, DECEMBER 18, 2024 – 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 6:58 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope and Nan Weiss-Ham. Present were library management team members Danny Burdett, Becky Halcli, Dale Heath, and Andrew Kim, Executive Director. Also present were Village of Glencoe Human Resources Manager Katy Darr, Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Also present was Glencoe resident Bob Kimble. Absent: Beth Schencker.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the Agenda.

**4) CONSENT AGENDA:**

- a. Approval of the November 20, 2024, Regular Board Meeting (RBM) minutes  
A typo was noted (Board Packet [BP] page 7), replace “\$3,315,666” with “\$3,135,666.”
- b. Approval of the Public Comment Policy revision  
The request to add “or their” before “group affiliation” (BP page 11) was recommended.
- c. Approval of the Public Meeting Recording Policy revision
- d. Approval of the 2026 library closure dates

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE NOVEMBER 20, 2024, RBM MINUTES AS AMENDED, THE PUBLIC COMMENT POLICY REVISION AS AMENDED, THE PUBLIC MEETING RECORDING POLICY REVISION AS PRESENTED, AND THE 2026 LIBRARY CLOSURE DATES AS PRESENTED.**

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

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

Nays: None

Absent: Schencker

**5) PUBLIC COMMENT:**

There were no public comments.

**6) COMMUNICATIONS:**

President Parfitt noted that Complaints about a lack of quiet space in the library are consistently present. He received assurance from Director Kim that the proposed renovation will provide quiet spaces even when the library is busy. In the meantime, the Forte Room will remain the designated quiet space except for the hours 3-6:00 p.m. when it can be used for group study. The Hamil Room will remain available, first come, first served. And Director Kim and the management team will explore the use of the Hammond Room to help address the lack of quiet spaces in the building during peak hours.

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

President Wick summarized the Friends' contributions to library programming as determined at their December 5 meeting. The \$7,445.49 total was distributed to the departments.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin referred to BP page 17's summary of the November finances. \$15,871 in Property Tax Revenue was received. With one month remaining in the 2024 fiscal year, Library Services expenditures were \$37,525 below the Year To Date (YTD) budgeted amount. Lower than expected expenditures for Video (56.5%) and Program & Community Engagement (55.1%) were also noted (Supplement page 2). Three payrolls and another payment to Skidmore, Owings & Merrill (SOM) were also factors in November. Overall, the Total Expenditures were at 79% (Supplement page 9), while Total Revenue stood at 88.6% (Supplement page 1).

c. Marketing:

The library's participation in the November 29 Light the Lights Village of Glencoe event was a success. An estimated 120 people attended the Johnson Room craft activity, while 25 people used the Sensory Room (BP page 25).

d. Plan Commission:

Trustee Pope reported that the proposed comprehensive plan will be presented to the Village Board on December 19 (BP page 26).

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):  
There was no report.

h. Technology:

Trustee Weiss-Ham referred the Board to the Technology Committee Report memo (BP page 27). Staff recycled several carts of obsolete and non-functional electronics. The Children's Services bank of public PCs is now at its full amount of 6 PCs. Justin also worked on upgrading two staff PCs with performance issues and replaced one damaged by a power surge.

## 9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim reported to the Board on the following since the November RBM:

Dale Heath addressed issues with purchasing "Advantage" copies of e-materials by purchasing "Cost-per-Circ" titles in Overdrive. This reduced waiting times for patrons. Dale will continue to manage patron access to e-materials while the library is unable to acquire Advantage copies. President Parfitt added his strong endorsement of this approach. In other Adult Services news, a new digital collection, Comics Plus, was added.

The next board meeting is January 15, and the scheduled business items include the Illinois State Library Per Capita Grant application, review of the 3D Printing Policy, and a planned Closed Session to review past Closed Session minutes and recordings.

## 10) NEW BUSINESS:

a. Consideration to approve the Intergovernmental Agreement (IGA) for the Provision of Shared Services and Resources with the Village of Glencoe

Since its presentation last month, the IGA now includes the indemnification statement for the library requested by Trustee Fiffer (BP page 41), and the deletion of the redundant language in the indemnification section.

Human Resources Manager Katy Darr from the Village addressed Trustee Krafcisin's concern that the IGA continued to refer to an "EXHIBIT A" formula regarding coverage reimbursement. She acknowledged that the wording could be more accurate. On BP page 40, Section D., "the formula set forth in EXHIBIT A" was replaced by "the premiums as set forth by the Intergovernmental Personnel Benefit Cooperative (IPBC)." On BP page 42, 12., "per EXHIBIT A" was replaced by "as set forth by the IPBC."

**A MOTION** was made by Trustee Lin, and seconded by Trustee Pope, **TO APPROVE THE IGA FOR THE PROVISION OF SHARED SERVICES AND RESOURCES WITH THE VILLAGE OF GLENCOE AS AMENDED.**

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

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

Nays: None  
Absent: Schencker

b. Approval of the Fiscal Year (FY) 2025 Operating Budget

After its presentation last month, the FY25 Operating Budget is being presented for board approval. The memo beginning on page 45 of the Board packet was updated with budget totals through November 2024, which adjusted the forecasts. From Director Kim's presentation:

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Lin, **TO APPROVE THE FY2025 OPERATING BUDGET AS PRESENTED.**

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

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

c. Consideration to adopt the Library Master Space Plan

Director Kim referred the Board's attention to a summary of Focus Priorities and Issues chart (BP pages 63-65), which listed library Priorities and Issues and summarized how each was addressed in the Master Space Plan created by SOM. The Director presented the Board a level-by-level breakdown of where each library service and department will be located.

A packet Supplement "Glencoe Public Library: Master Space Plan Report, 15 December 2024" provided a comprehensive account of the library's and SOM's preliminary work, community feedback, design options, and more. The Master Space Plan Recommendations appeared on pages 67-79 of the Supplement. The Appendix (pages 81-84) detailed the renderings of the proposed plan.

The Trustees appreciated the in-depth detail provided by the Supplement and had a few comments on the space plan details.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Fiffer, **TO APPROVE THE ADOPTION OF THE MASTER SPACE PLAN AS PRESENTED.**

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

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

**11)CLOSED SESSION:**

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Lin **TO ENTER INTO CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 (C) (1), TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES.**

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

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

Nays: None

Absent: Schencker

The Library Board left Open Session at 8:15 p.m.

**12)CALL TO ORDER:**

President Parfitt called the Open Session to order at 8:59 p.m.

**13)ROLL CALL:**

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

**14)NEW BUSINESS:**

**A MOTION** was made by Trustee Lin, and seconded by Trustee Weiss-Ham **TO APPROVE THE AUGUST 21, 2024, CLOSED SESSION MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Schencker

**15)ADJOURNMENT:**

President Parfitt adjourned the meeting at 9:02 p.m.

Respectfully submitted by President Roger Parfitt and Jeff D'Anastasio