

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JANUARY 15, 2025 – 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 6:59 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, Dale Heath, and Andrew Kim, Executive Director. Also present was Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Also present was Glencoe resident Bob Kimble, and Glencoe residents Barbara and Scott Padiak arrived at 7:10 p.m.

3) ADDITIONS TO THE AGENDA:

President Parfitt requested that the Trustees discuss and name a fundraising committee to guide Director Kim during New Business.

4) CONSENT AGENDA:

- a. Approval of the December 18, 2024, Regular Board Meeting (RBM) minutes
Trustee Fiffer requested clearer wording in 6) Communications: replace “He received assurance from Director Kim that the proposed renovation will provide quiet spaces even when the library is busy” with, “Director Kim responded that in addition to the current Forte Room quiet hours, there is potential for the Hammond room to offer quiet hours” (Board Packet [BP] page 4).
- b. Approval of the Reimbursement of Expenses Policy revision
Besides editorial changes, the revision had one notable change. It was recommended that only the Executive Director pre-approve any requested entertainment expenses.
- c. Consideration to sunset the 3D Printing Policy
Management team members Children’s Services and Public Operations Manager Ann Finstad, Technical Services and Automation Operations Manager Becky Halcli, and Head of Adult Services Dale Heath recommended sunsetting the policy in favor of leaning on guidelines already in place.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Weiss-Ham, TO APPROVE THE DECEMBER 18, 2024, RBM MINUTES AS AMENDED, THE REIMBURSEMENT OF EXPENSES POLICY REVISION AS PRESENTED, AND TO SUNSET THE 3D PRINTING POLICY 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:

President Parfitt asked for an update on a Complaint about a patron sleeping in the YA Room. Director Kim provided a summary of the incidents.

The residents arriving at 7:10 p.m. were offered a **PUBLIC COMMENT** opportunity but declined.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that donations to the annual appeal were coming in at a steady rate. On January 28, the Friends will decide whether they will go ahead with their February sale or postpone it until April.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

BP page 17 provided a financial summary for December. Trustee Lin noted that the invoice for the final payment to Skidmore, Owings & Merrill (SOM) was not received in December. Director Kim will work with Lauterbach & Amen to add the expense to 2024 during the annual audit. Total Expenditures for December were \$248,431.83 (BP page 21), the typical amount for a month, while the total in the main bank account was over \$2.9 million at year's end (BP page 19). Two debt service payments were deducted in December, totaling \$9,000 instead of the usual \$4,500 (BP page 21, page 24). Overall, for 2024, there was less total revenue than 2023 (nearly \$3.1 million [Supplement page 1]), but less total expenditure (\$2.988 million [Supplement page 4]). The result was a final Year To Date (YTD) Total Expenditure of 86.1% (Supplement page 4). President Parfitt mentioned that the Friends contributed close to \$40,000 to the library in 2024 (BP page 20).

c. Marketing:

Head of Programs & Communications Grace Hayek informed the Board of a January 29 event from the Yad Vashem World Holocaust Remembrance Center in Israel, "Weddings During the Holocaust." Patrons will be able to watch the event streamed live at the library or from home. Rabbi Lisa Greene of North Shore Congregation Israel will lead a discussion afterwards (BP page 25).

- d. Plan Commission:
BP page 26 provided a summary of the December 18 meeting.
- 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 to the Technology Committee Report memo: introducing the Bambu 3D printers to Children's Services staff, replacing the Circulation staff PCs, and staff training on phishing awareness and safe email practices were the highlights of the report.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim presented the following developments since the December RBM:

The Director congratulated Dale Heath, who celebrated her one-year work anniversary on December 11, and Circulation Associate Joan Schneider, who celebrated her twenty-fifth year with the library on December 13.

Head of Circulation Services Danny Burdett hired a new Circulation team member, Sabrina Nizzi, who will begin working shifts later in January.

Technology Librarian Matthew Byrd submitted a proposal to launch a video game collection, which was reviewed by the Director and members of the management team.

Becky Halcli prepared an update on the library changing its main book vendor from Baker & Taylor to Ingram (BP page 30).

Next month's business items include the 2024 Illinois Public Library Annual Report (IPLAR), and a scheduled review of the Salary Administration Policy. The management team is also working on the Implementation Plan. Discussions with President Parfitt and Trustee Lin about the first deposit into the Special Reserve Fund are also planned.

The "Glencoe Public Library Statistical Report—December 2024" (BP pages 31-35) drew several comments from Trustees. Trustee Fiffer remarked on a 12% drop in Adult Circulation compared to December 2023 (BP page 33). He requested that the Director highlight any significant statistics in future reports to aid the Board's interpretation of the data. Trustee Lin suggested a Memo of notable details be attached each month to the

Statistical Report. Trustee Weiss-Ham asked whether demographic information could be included with the numbers where relevant.

10)NEW BUSINESS:

- a. Approval of the Illinois State Library Per Capita Grant application and Expenditures Report

BP page 41 shares twelve immediate goals after reviewing SOP 4.0, including renovation funding, the realignment project, updating the building safety checklist, optimizing e-content expenses and access, formalizing a communications plan.

Trustee Fiffer recommended several wording changes to the Grant application that Director Kim captured and will incorporate into the application prior to delivery.

A MOTION was made by Trustee Schencker, and seconded by Trustee Fiffer, **TO APPROVE THE ILLINOIS STATE LIBRARY PER CAPITA GRANT APPLICATION AND EXPENDITURES REPORT AS AMENDED.**

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

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

- b. Establishment of a subcommittee for renovation fund-raising

President Parfitt requested the formation of one or two Board subcommittees for renovation fundraising. He noted that there had already been expressed interest from Board members to serve in this capacity. The initial task will be to assist the Director in identifying potential fundraising consultants. Trustees Lin and Pope agreed to serve on the first of the anticipated two subcommittees.

11)CLOSED SESSION:

There was no Closed Session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 7:57 p.m.

Respectfully submitted by Jeff D'Anastasio