

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 19, 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 7:00 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, 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 Friends Board President Marti Wick, library staff member Jeff D'Anastasio, and Glencoe resident Bob Kimble.

President Parfitt entertained a motion to approve Trustee Pope's remote participation in the meeting via Zoom.

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

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

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

Nays: None

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

a. Approval of January 15, 2025, Regular Board Meeting (RBM) minutes

b. Approval of the rescheduled dates for the Friends Winter Book Sale

The Friends requested that the original February 21-24 sale dates be rescheduled to April 4-7.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Schencker, **TO APPROVE THE JANUARY 15, 2025, RBM MINUTES AND THE RESCHEDULED DATES FOR THE FRIENDS WINTER BOOK SALE AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** roll call 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 noted a Complaint from an attendee of a livestream program about the presenter's voice being hard to hear. Head of Programs and Communications Grace Hayek responded that the program offered closed captioning, and the patron was invited to sit closer.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick thanked the Board for approving the rescheduled Winter Book Sale dates. She commented that donations of adult books remained low; in contrast, the Friends' inventory of children's books was large.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin described the month of January as quiet overall in terms of library finances, with highlights on Board Packet (BP) page 11. She noted that Total Assets were at a typical \$2.709 million amount (BP page 13). Finally, the receipt of Property Tax Revenue from Cook County was expected to be back on schedule for 2025.

c. Marketing:

There was no report.

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 reported on STF activities and initiatives (the agenda for the January 28 meeting was included on BP page 19). Pertinent to the library was a forthcoming stargazing event that could use the telescope from the Library of Things. A summary of the library and STF collaborations in 2024 was presented on BP pages 18-19.

h. Technology:

- i. Trustee Weiss-Ham referred to the Technology Committee Report memo on BP page 20, which detailed installing a new public printer and the setup of the KnowBe4 training program to deter suspicious emails and phishing attempts.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim described the following developments since the January RBM:

The Report included a memo from Ancel Glink, the legal counsel for Reaching Across Illinois Libraries (RAILS) regarding recent events and plans surrounding Immigrations and Customs Enforcement (ICE) (BP page 23-27).

February's Governing Board meeting was cancelled due to the weather. Directors will meet in March to discuss regular business and strategic planning for the consortium.

BP page 21 listed meetings from mid-January to February 7 to line up fundraising consultant firm options for the Board to consider. The Director thanked staff who have played a part in the planning as well as the Board.

In January Maya Whiteman, Children's Shelver, celebrated her 2-year work anniversary and Rachel Geddes, Circulation Associate, celebrated her 1-year work anniversary.

The library welcomed new Children's Professional Carly Merdinger on February 4.

The Director thanked Trustee Fiffer and Trustee Lin for representing the library at the Boards & Bites event on February 1 at the Weinberg Family Recreational Center.

As part of the Report, Children's Services and Public Operations Manager Ann Finstad presented an overview of revisions to the "Glencoe Public Library Statistical Report" for January. The Board welcomed more inclusion of Year-over-Year numbers for comparison and expressed their appreciation for her efforts (BP pages 28-32).

Items for next month's RBM include a review of the Hammond Room Policy and the presentation of the 2025 Implementation Plan.

Director Kim requested that the document "Glencoe Public Library Renovation Plan Overview/Responses to Questions from Trustee N. Weiss-Ham" (supplement) be included as part of the Director's Report and be discussed prior to Adjournment—see 11).

10) NEW BUSINESS:

- a. Approval of the 2025 Illinois State Library Annual Report (IPLAR).

Director Kim presented a summary of the 2025 IPLAR to the Board. Takeaways from the report included:

- Our shift to resuming more in-person programs and events was well received with 50 more synchronous programs, 1,776 more attendees, almost an average of 36 attendees per program

- 9.5% more spent on Salaries last year compared to 2023 to bring below-market salaries to scale
- Almost 14% more was expensed to fringe benefits last year compared to 2023 due to in part by the increase in the IMRF employer contributor rate and insurance premiums also increasing.
- Total Personnel Costs were 67.7% of Total Operating Expenditures (2023 amount was 68.3% of Total Operating Expenditures)
- Total FTE increased to 24.31 versus 23.18 in 2023
- Physical material circulation declined by almost 4%
- E-material circulation increased by 19%
- Over 11% increase in Reference Transactions (17,108 to 19,042)

Trustee Krafcisin and Trustee Fiffer questioned some variances in numbers shown for 2022, 2023, and 2024 in Sections of the Report. Ann Finstad found that the state's reporting guidelines changed for reporting Summer and Winter Reading Club participation. All the statistics in the data table are correct.

For Sections 18.18–18.19 (BP page 39), Head of Circulation Danny Burdett thought that the numbers looked incorrect. Post RBM he determined that the correct figures were as follows: for 18.18 Interlibrary Loans Provided TO Other Libraries “16,903” instead of “5,563”; for 18.19 Interlibrary Loans Received FROM Other Libraries “9,384” instead of “3,314.”

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE 2025 IPLAR AS AMENDED.**

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

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

b. Approval of the Salary Administration Policy

This review proposes a significant reshaping of the policy to include a Compensation Philosophy and several edits of existing policy statements. A Compensation Philosophy is a formal statement on how the library chooses to shape employee compensation and a framework to ensure its success, which is measured by consistency and fairness. A summary of revisions begins at the bottom of BP page 58.

The major revisions include:

- Commitment to conduct salary benchmarking projects every 2-3 years and not 3-5 years
- Create a formal framework for Merit Increases
- Include a Total Compensation Package statement

- Substitutes are eligible for salary increases if they meet the minimum of 200 hours worked over a 12-month period

Trustee Krafcisin noted a missing comma before the word “provided” in the middle of BP page 70.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE SALARY ADMINISTRATION POLICY AS AMENDED.**

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

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

Nays: None

- c. Consideration to approve Ordinance 2025-02-19 A—Ordinance Amending the Purpose of the Special Reserve Fund
The recommendation set forth by President Parfitt and Trustee Lin is to transfer \$352,900 to the Special Reserve Fund. When using the end of January MaxSafe balance of nearly \$2,660,000, an adjusted balance around \$1,559,000 would remain as “free reserves.”

A MOTION was made by Trustee Pope. There was no second.

This New Business item was Tabled.

- d. Consideration to approve Ordinance 2025-02-19 B—Ordinance Transferring Funds to the Special Reserve Fund

This New Business item was Tabled.

Trustee Pope left the meeting at 8:10 p.m.

11)RENOVATION PLANNING OVERVIEW/RESPONSES TO QUESTIONS FROM TRUSTEE WEISS-HAM

With Trustee Weiss-Ham’s questions (supplement) as a reference point, Director Kim updated the Board on renovation planning and fundraising:

12)CLOSED SESSION:

There was no Closed Session.

13)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:35 p.m.

Respectfully submitted by Jeff D’Anastasio