

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, MARCH 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 6:59 p.m.

**2) ROLL CALL:**

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

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

- a. Approval of the February 19, 2025, Regular Board Meeting (RBM) minutes  
Trustee Lin requested the following wording changes:
  - Board Packet (BP) page 4 - 6) Communications  
Replace “welcome” with “invited”
  - BP page 5 - in h. Technology  
Add “training” between “KnowBe4” and “program” (BP page 5)
  - BP page 6 – Second bullet point  
Add “to bring below market salaries to scale” after “2023”
- b. Approval of the March 11, 2025, Special Board Meeting (SBM) minutes  
Trustee Lin requested the following wording change: in 9) replace “steps” with “components.”
- c. Approval of the Hammond Room Policy revision  
Trustee Krafcisin and Trustee Lin requested removing, “and/or electric” in Item 12 (BP page 17).

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin, **TO APPROVE THE FEBRUARY 19, 2025, RBM MINUTES AS AMENDED, THE MARCH 11, 2025, SBM MINUTES AS AMENDED, AND THE HAMMOND ROOM POLICY REVISION AS AMENDED.**

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

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

**5) PUBLIC COMMENT:**

There were no public comments.

**6) COMMUNICATIONS:**

There were no comments about Communications.

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

President Wick reported that the Friends are preparing for the upcoming Winter Book Sale (April 4-7). The donation bins will close on March 21.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

The library's front door--specifically the automatic opener, frame, and jamb--was damaged by strong winds on March 11. Repairs were completed on March 12.

b. Finance:

Trustee Lin referred the Board to the Finance Committee report (BP page 22).

c. Marketing:

The Programs & Communications team of Grace Hayek and Natalie Brottman worked with Weblinx to create a website for the proposed library renovation. Grace Hayek shared that the site was live on March 18, but would be formally launched on March 20.

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 forthcoming Village recycling dates from the Task Force's March 18 meeting. Of note to the library was the potential for the Friends to adopt reuseable bags for future book sales.

h. Technology:

The Technology Committee Report memo on BP page 32 briefly summarized the intent to price products and services from photocopier companies. Technical Services and Automation Operations Manager Becky Halcli clarified that the coin tower for the patron photocopier would remain with the current vendor.

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

Director Kim presented highlights since the February RBM (BP pages 33-34) including:

- The Director thanked the Friends for their continued support. At their February 26 meeting, the Friends donated \$8,626 for programs and services.
- He thanked Administrative and Acquisitions Professional Jeff D'Anastasio for supporting the auditors during fieldwork on March 11-12.
- Facilities Supervisor Joe Faust announced his resignation effective March 28. His last day in the building will be March 22. Juan Rodriguez will be Interim Facilities Supervisor and Damian Castro will move to full time hours as Interim Facilities Associate.
- The Seed Library returns on March 22. The Director thanked Adult Services Librarian Maureen Liebenson and Children's Services Librarian Linda Patchett for all their work on season two and acknowledged the support of their departments and Programs & Communications.
- On February 17, Mammals and More was the President's Day program held in the Johnson Room, and it was very popular. Children's Programming Coordinator Michelle Litchman led the successful event. Over 200 people attended, but some left due to overcrowding.

Next month's business items include the presentation of the preliminary Slate of Board Officers and Committee Chairs; the scheduled review of the Photography & Videorecording Policy and the Public Relations Policy; and the 2024 Annual Report. In addition, Trustees may be asked to spend time preparing for the capital campaign.

For the 5-Year Trend Report, the Director clarified the correct headlines for BP pages 35-35: page 35 should read, "Library Use."; page 36 should read, "Collection."; page 37 should read, "Circulation."; page 38 should read, "Program."

Children's Services and Public Operations Manager Ann Finstad presented the 5-Year Trends Report (BP pages 40-42).

President Parfitt requested that data for 2019 also be included to provide context for the numbers pre- and post-COVID. Trustee Fiffer clarified that the 12 annual library visits per resident (BP page 42) included non-resident patrons in the calculation. Trustee Lin shared her observation that the Comments and Complaints included in Communications tended to include more praise from non-residents than residents from month to month. Head of Adult Services Dale Heath, Ann Finstad, Becky Halcli and Grace Hayek conveyed their perspectives on how Compliments are tagged for inclusion, and the impracticality of staff capturing every positive remark in the course of their work helping patrons.

## **10) UNFINISHED BUSINESS:**

- a. Approval of business items from the February 19, 2025, RBM.  
The remote participation of a Trustee at last month's RBM did not observe Article 7.02, Item B of the Board Bylaws. Out of an abundance of care, the library's

attorney recommended that all the board approved business items from last month be presented again for approval. The Board will vote on each item separately (BP page 43).

- i. Approval of the January 15, 2025 RBM minutes as presented.

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Schencker, **TO APPROVE THE JANUARY 15, 2025, RBM MINUTES AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker

Nays: None

Absent: Weiss-Ham

- ii. Approval of the rescheduled dates for the Friends Winter Book Sale as presented.

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE RESCHEDULED DATES FOR THE FRIENDS WINTER BOOK SALE AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker

Nays: None

Absent: Weiss-Ham

- iii. Approval of the 2025 Illinois Public Library Annual Report (IPLAR) as amended.

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

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker

Nays: None

Absent: Weiss-Ham

- iv. Approval of the Salary Administration Policy revision as amended.

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

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker

Nays: None

Absent: Weiss-Ham

- b. Consideration to approve Ordinance 2025-03-19—Ordinance Transferring Funds to the Special Reserve Fund.

The recommendation from the Policy & Bylaws Committee and President Parfitt is to only adopt the revised ordinance, No. 2025-03-19 Ordinance Transferring Funds to the Special Reserve Fund (BP page 44).

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE ORDINANCE 2025-03-19—ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker

Nays: None

Absent: Weiss-Ham

#### **11)NEW BUSINESS:**

- a. Consideration to approve the proposal for capital campaigning services

**A MOTION** was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE PROPOSAL FOR CAPITAL CAMPAIGNING SERVICES AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker

Nays: None

Absent: Weiss-Ham

- b. Presentation of the 2025-2026 Implementation Plan

The management team has prepared a new Implementation Plan that will go into effect immediately and end December 2026. There are 23 total goals in the Plan.

#### **12)CLOSED SESSION:**

There was no Closed Session.

#### **13)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:39 p.m.

Respectfully submitted by Jeff D'Anastasio