

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, APRIL 16, 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, Michael Pope, 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 were Glencoe resident, Bob Kimble, Friends Board President Marti Wick, and library staff member Jeff D’Anastasio. Absent: Beth Schencker.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of March 19, 2025, Regular Board Meeting (RBM) minutes
Director Kim noted that the “Next month’s business items” section needed two adjustments (Board Packet [BP] page 5): add the scheduled review of the Public Relations Policy and remove the “presentation of the preliminary Slate of Board Officers and Committee Chairs.”
- b. Approval of Photography & Recording Policy revision
The recommended revision includes expanding the policy’s reach by including audio recordings, hence the policy name change to “Photography & Recording” (BP page 8).
- c. Approval of the Public Relations Policy revision
The revision proposes changes to the “Media Contact” and “Crisis Communications” sections. It is recommended that the Head of Programs & Communications be the sole contact for media requests and the Director will fill the role in that position’s absence. The Director will determine the response to any crisis issue with the approval of the President (or Vice President in the President’s absence). If the crisis involves the Director, then the President will lead response planning (BP pages 8-9).

Trustees recommended rewording the last part of the “General” section to read “and establishes procedures for interacting with the media” (BP page 15).

A MOTION was made by Trustee Lin, and seconded by Trustee Fiffer, **TO APPROVE THE MARCH 19, 2025, RBM MINUTES AS AMENDED, THE PHOTOGRAPHY & RECORDING POLICY REVISION AS PRESENTED, AND THE PUBLIC RELATIONS POLICY REVISION AS AMENDED.**

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

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

Nays: None

Absent: Schencker

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 informed the Board that the Friends Book Sale (April 4-7) raised \$9,000. The door count amounts for customers that the Friends tracked at the library's request had the following totals: Friday 52; Saturday 390; Sunday 220; Monday 48. She thanked many library staff members for their help with the promotion and set up of the Sale, including Head of Programs & Communications Grace Hayek, Programs & Communications Coordinator Natalie Brottman, Technical Services & Automation Operations Manager Becky Halcli, Technology Librarian Matthew Byrd, Interim Facilities Supervisor Juan Rodriguez, and Interim Facilities Associate Damian Castro.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

For the March financial highlights (BP page 18), Trustee Lin contrasted the amount of Property Tax Revenue received (\$800,447) with the Total Expenditures for the month (\$225,133) (BP page 23). With the receipt of the Property Tax Revenue, the MaxSafe account held nearly \$3.2 million as of March 31 (BP page 20). Compared to last year at this time, the amount of Current year Property Tax Revenue received to date is \$18,000 less (Supplement page 1). For the newly added Special Reserve Fund, the initial deposit of \$352,900 earned \$513.92 in interest (BP page 18).

c. Fundraising:

The Director and the Fundraising Committee will begin reporting news from fundraising. An immediate change will be to rename the Committee to "Capital Campaign" to align with the language used by Just Cause Consulting.

- d. Marketing:
The RenewGPL.org website debuted on March 24. The website has received 142 visits to date. Sixteen people have registered to receive updates. Programs & Communications will promote the website with a full-page ad in the next issue of *Inside Glencoe*.
- e. Plan Commission:
There was no report.
- f. Planning:
There was no report.
- g. Policy & Bylaws:
There was no report.
- h. Sustainability Task Force (STF):
There was no report. The agenda for the March 18 meeting was included on BP page 27.
- i. Technology:
Trustee Weiss-Ham referred the Board to the Technology Committee Report memo on BP page 28, with updates concerning the installation of an additional security camera to monitor the Johnson room and fiction stacks, reviews of potential vendors for copier services, and adjustments to the 3D Printing procedures limiting one print per week per patron.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided a summary of the following since the March RBM (BP pages 29-30):

From Reaching Across Illinois Libraries (RAILS): On March 31, federal funding for the Institute of Museum and Library Sciences (IMLS) was suspended and staff were placed on administrative leave. Though the library does not receive federal funding directly, a small portion of the operating funds originate from federal support. The new Administration's actions are damaging to many rural and underfunded public libraries that depend on federal and state support. RAILS and the Illinois Library Association (ILA) encourage library professionals and Board members to contact their elected officials to challenge these actions.

Four staff members celebrated their work anniversaries in March: Grace Hayek – 11 years; Youth Program Coordinator Michelle Litchman – 6 years; Circulation Assistant Nick Rumas – 11 years, and Head of Circulation Danny Burdett – 26 years.

There were also updates on the Seed Library and the second year of participating in Ready, Set, Library Crawl! with Wilmette and Winnetka-Northfield Libraries (BP page 30).

The Director created a Statistics Supplement Handout which the Board and management team members referred to in answering questions raised by President Parfitt days before the meeting. Grace Hayek and Danny Burdett confirmed that program offerings, and community group use of library spaces, were restricted based on lack of space. The Board found the Statistics Supplement Handout useful, and the President requested that the Director include a highlight memo to help the Board interpret the monthly Statistical Report going forward.

10)NEW BUSINESS:

Trustee Fiffer shared his perspectives on April 14 Just Cause Consulting capital campaign training. Some Board members echoed his concerns about the timeline and expectations regarding fundraising. The Director explained that the role of Just Cause was to coordinate the campaign, and that any concerns about timing and Trustee roles would be addressed.

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:04 p.m.

Respectfully submitted by Jeff D'Anastasio