

**ANNUAL BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, MAY 21, 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, Ann Finstad, Becky Halcli, and Andrew Kim, Executive Director. Also present were incoming Trustee Bob Kimble, Friends Board President Marti Wick, and library staff member Jeff D’Anastasio.

**3) ADDITIONS TO THE AGENDA:**

A proposal for additional renovation renderings was added to **16) NEW BUSINESS**.

**4) CONSENT AGENDA:**

- a. Approval of the April 14, 2025, Committee Of The Whole (COTW) minutes
- b. Approval of the April 16, 2025, Regular Board Meeting (RBM) minutes
- c. Approval of the Friends Fall Book Sale dates

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE APRIL 14, 2025, COTW MINUTES; THE APRIL 16, 2025, RBM MINUTES; AND THE FRIENDS FALL BOOK SALE DATES 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) ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY ELECTED AND RE-ELECTED TRUSTEES:**

The newly elected and re-elected Trustees recited the Oath of Office (BP page 9) prior to taking the role as a library Board Member. The Trustees stood at their seat and took the Oath while raising their right hand. The recitations were by alphabetical order of last name: Bob Kimble, George Krafcisin, Michael Pope, and Nan Weiss-Ham.

**7) RECESS:**

President Parfitt called a recess for the meeting at 7:06 p.m.

**8) CALL TO ORDER:**

President Parfitt called the meeting back into order at 7:07 p.m.

**9) ROLL CALL:**

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

**10) ADDITIONS TO THE AGENDA:**

There were no further additions to the agenda.

**11) COMMUNICATIONS:**

President Parfitt noted that there were a few more Complaints than usual (BP page 11).

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

President Wick thanked the Library Board for approving the September Fall Book Sale dates. Trustee Fiffer commented that an acquaintance mentioned book dealers purchasing substantial quantities of books on the Saturday morning of the most recent sale. President Wick responded that the dealers' purchases provide a significant amount of revenue for the sale. Glencoe residents who become Friends members are invited to attend the Friday evening sale preview.

**13) COMMITTEE REPORTS:**

a. Building & Grounds:

Facilities Supervisor Juan Rodriguez provided a list of completed and in-progress tasks (BP page 13). The intent is to provide such a list monthly.

b. Capital Campaign:

The first report from the Capital Campaign Committee detailed the priorities at this time, with several on the secondary level, including selecting a campaign logo, and plans to update RenewGPL.org.

The Director announced the goal of creating a Glencoe Public Library Foundation. The board membership will include one current Library Trustee, and four former Library Trustees: Trustee Lin will sit on the foundation board, along with former Trustees Barbara Breakstone, Kathy Doyle, Teresa Grosch, and Beth Schencker.

There are five members of the Capital Campaign Advisory Council: Alisa Bergstein, Megan Cummins, Jill Takiff Hirsch, Jessica Aspen Traxler, Lori Muller, and former Trustee John Tuohy.

Director Kim, Trustee Lin, Trustee Fiffer, and the consultants will meet with the library's attorney on May 28 to discuss a revision to the Gift & Fundraising Policy, as well as initial thoughts on the naming rights agreement.

- c. Finance:  
Trustee Lin drew the Board's attention to the Total Expenditures through April of 29.4% (Supplement page 4) at the Fiscal Year 2025 Year To Date (YTD) anticipated 33.3%. The current year Property Tax rate has exceeded expectations at 48.4%. However, recent news indicates Cook County will delay future payments this year due to a technical issue.

President Parfitt noted the 47.4% amount for Downloadable Content (Supplement page 2, BP page 19) and praised Head of Adult Services Dale Heath for her efforts to improve patron access to digital materials.

- d. Marketing:  
On May 17, Programs & Communications hosted a houseplant and seedling swap. In August and September the library will host produce swaps (BP page 24).
- 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):  
Trustee Lin updated the Library Board on highlights from the April 22 STF meeting (BP page 25). The Hefty Renew Plastic Recycling Program mentioned in the report could potentially help the library with Styrofoam recycling.
- i. Technology:  
A demonstration copier has been set up in Technical Services for staff to try out from one of the potential replacement vendors. A third 3D printer was purchased to increase production capacity and will be operated out of Technical Services. The Rokus have been reorganized to have one specific streaming service installed on each.

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

Director Kim provided a summary of the following since the April RBM (BP pages 27-30):

On May 14, Cooperative Computer Service's (CCS) Governing Board adopted a new five-year strategic plan that seeks to find system-wide consistency while preserving the individual identities of member libraries. The Governing Board also approved the 2025-2026 budget. Additionally, the Governing Board also approved spending the next two LLSAP Grant awards on its Find More Illinois subscription. This means that the library will not receive approximately \$2,600 in anticipated grant funding through CCS via the Reaching Across Illinois Library System (RAILS) for 2025. Finally, the Governing Board's

Long Range Planning Committee recommendations were presented and are summarized on BP pages 27-28.

The library will be a cosponsor for Glencoe AI Fresco along with Writers Theatre and the Village. Glencoe AI Fresco is a three-Friday event series in July (11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>) with food trucks, music, and activities for kids. Library participation will focus on new services and collections, promoting the Capital Campaign, and sharing updates about the renovation. The Director will seek Board member participation for these events.

The June 18 RBM has several business items, including the approval of the Slate of Board Officers and Committee Rosters, and scheduled reviews of the Reference Services Policy and Readers Advisory Policy. A representative from Lauterbach & Amen will also attend to present the 2024 Annual Financial Report.

From the “Glencoe Public Library Statistical Report—April 2025,” Trustee Lin requested that the Hammond Room Hours include the amount of turnover time needed by staff and Facilities to ready the room for further use (BP page 32).

**15) RESOLUTION IN HONOR OF TRUSTEE BETH SCHENCKER:**

Director Kim presented a resolution honoring the retiring Trustee Schencker for her four years of service, work, and accomplishments in support of the library and on behalf of the residents of the Village of Glencoe (BP page 36).

Resolution 2025-05-21 (BP page 37) was read and proposed as a resolution to be adopted as presented.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Wiess-Ham, **TO APPROVE THE RESOLUTION IN HONOR OF TRUSTEE BETH SCHENCKER AS PRESENTED.**

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

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

Nays: None

**16) NEW BUSINESS:**

- a. Presentation of the Preliminary Slate of Board Officers and Committee Rosters  
BP pages 38-39 provide the preliminary slate of Current and Nominated Board Offices and Committee Rosters for discussion. The slate will go to a formal Board vote at the June 18 RBM. President Parfitt requested that Trustee Fiffer replace him on the Building Renovation Committee.
- b. Presentation of First Quarter updates of the 2025-2026 Implementation Plan  
The management team has prepared updates and reports on their respective projects and tasks. The updates are outlined on BP pages 40-41. A detailed synopsis appears on BP pages 42-48.

Trustee Nan Weiss-Ham pointed out the drop in wait time for Glencoe patrons to receive Overdrive materials from 50.3 days in October 2024 to 31.5 days in March 2025 (BP page 45). She praised Dale Heath for reducing the wait time and implementing the cost-per-circ program to fulfill holds.

Trustee Lin questioned the goal of the KnowBe4 online security training program to be a 15-20% failure rate (BP page 44), given her understanding of 10% as the goal for most organizations. Technical Services and Automation Operations Manager Becky Halcli indicated she would let Technology Librarian Matthew Byrd know about the 10% standard.

- c. Consideration to approve the proposal for additional renovation renderings  
The request for additional renderings costs \$20,000. Along with the building additions, Skidmore, Owings & Merrill (SOM) will provide 7-10 interior renderings of the proposed naming opportunities, such as the Ground Level Staff Office Suite, the Lower Level Study Rooms, and the reimagined front entrance. If accepted by the Board, SOM would get started immediately with an expected 4-5 week turnaround. If approved, the expense would be charged to the Service & Resource Development account, which has traditionally functioned as our contingency for unanticipated expenses. It is also possible that after the Glencoe Public Library Foundation is launched, the cost can be covered by the fund since it is directly related to the renovation.

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Pope, **TO APPROVE THE PROPOSAL FOR ADDITIONAL RENOVATION RENDERINGS AS PRESENTED.**

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

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

**17)CLOSED SESSION:**

There was no Closed Session.

**18)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:12 p.m.

Respectfully submitted by Jeff D'Anastasio