

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JUNE 18, 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, 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, Grace Hayek, and Andrew Kim, Executive Director. Also present was library staff member Jeff D’Anastasio, and Don Shaw of Lauterbach & Amen.

**3) ADDITIONS TO THE AGENDA:**

A proposal for Approval of Campaign Naming Opportunities was added as Item b. under **11) NEW BUSINESS.**

**4) PRESENTATION OF THE FISCAL YEAR 2024 ANNUAL FINANCIAL REPORT BY LAUTERBACH & AMEN:**

Don Shaw, a Principal of Lauterbach & Amen, presented highlights of the 2024 Annual Financial Report (AFR) (supplemental binder). The library received a clean, unmodified opinion from the auditors.

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Lin, **TO APPROVE THE FISCAL YEAR 2024 AFR AS PRESENTED.**

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

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

Nays: None

**5) CONSENT AGENDA:**

- a. Approval of the May 21, 2025, Annual Board Meeting (ABM) minutes.  
Trustee Lin noted that the percentage she cited was more accurately “5%” instead of “10%” (Board Packet [BP] page 7).
- b. Approval of the Readers’ Advisory Policy revision.  
Trustee Lin recommended that the word “chat” be removed from the ‘Scope’ list (BP page 9).
- c. Approval of the Reference Services Policy revision.  
Switching two sentences (starting with “If, in the judgment...”) from the middle of the “Priority” paragraph to the end was recommended (BP page 11).

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin, **TO ALL THE CONSENT AGENDA ITEMS AS AMENDED.**

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

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

**6) PUBLIC COMMENT:**

There were no public comments.

**7) COMMUNICATIONS:**

There were no comments regarding Communications.

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

There was no report.

**9) COMMITTEE REPORTS:**

a. Building & Grounds:

Facilities Supervisor Juan Rodriguez provided a list of completed and upcoming work (BP pages 18-19). In addition to the report, he informed Director Kim that the sump pump in the elevator pit would need to be replaced.

b. Capital Campaign:

The update included details on the Campaign logo, administrative support, the Advisory Council, and the Foundation (BP page 20). Trustee Fiffer questioned the status of the announced Foundation Board. Trustees Lin and Pope explained that the membership was for a proposed Board ahead of obtaining 501(c)(3) status. The Trustees agreed that the role of the library attorney will be clarified as to library and Foundation Board representation.

c. Finance:

Trustee Lin referred to the Finance Committee memo (BP page 21), noting \$3.376 million in Total Assets as of the end of May. Expenditures of \$275,478 (Supplement page 9) were higher for May than the typical \$250,000, due to a third payroll date and Property Tax appeals which resulted in negative figures for Property Tax Revenue. The Property Tax Revenue for the second half of the year will be delayed, as previously reported. At the Fiscal Year To Date (YTD) percentage of 41.7%, Total Revenue was at 47.2% (Supplement page 1) and Total Expenditures were at 37.7% (Supplement page 4).

d. Marketing:

Director Kim thanked Program & Communications Head Grace Hayek for arranging the library's shared sponsorship of the June 24 "Juneteenth: The Quest for Freedom" program. He cited the Implementation Plan's goal of developing

local partnerships and felt the collaboration with the Cook County United Against Hate and the Glencoe Historical Society was an exemplary fulfillment of the goal.

- 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):  
Two items from the May 27 STF meeting (BP page 30) were highlighted by Trustee Lin. Compost bins will be available for the July 3 Party in the Park. The STF continues to gather data about Plastic Bag Usage in Glencoe. Director Kim noted that Technical Services & Automation Operations Manager Becky Halcli quickly implemented the library's participation in the Hefty Renew Plastic Recycling Program.
- i. Technology:  
Trustee Weiss-Ham referred the Board to the Technology Committee Report (BP page 31), which included updates on the network firewall hardware, copier providers, and repairs to a Children's Department printer.

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

Director Kim provided a summary of the following since the May ABM (BP pages 32-33):

Adult Services Librarian Shira Cohen has started her maternity leave. We look forward to welcoming her baby girl. Adult Services Librarian Sara Lifson organized a wonderful baby shower for Shira on May 21.

The Director met with Adult Services to discuss the recent series of patron incidents and what staff need regarding support and training. Two immediate changes are to extend Facilities Team coverage to 9:00 p.m. Mondays through Thursdays, and to schedule one Management Team member to work until closing on weeknights.

An excellent response to the videogame collection launch, with 75% of the children's videogames checked out as of last Friday.

Trustees can still sign up and represent the library at the July 4 Independence Day Parade. Circulation Associate Rachel Geddes is leading the library's Parade participation.

Facilities Supervisor Juan Rodriguez intends to hire a new Part-Time Facilities Associate by July, and Adult Services Head Dale Heath is close to hiring a new Part-Time Adult Services Librarian, with a target start in early July after the holiday.

Next month's Regular Board Meeting's business items will include board approval for Staff Development Day, scheduled reviews of the Americans with Disabilities Act (ADA) Policy and Concealed Carry Policy, and a planned Closed Session to review minutes and recordings.

**11)NEW BUSINESS:**

- a. Presentation of the Final Slate of Library Board Officers and Committee Rosters  
The Final Slate and Committee Rosters are detailed on BP pages 39-40.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE FINAL SLATE OF LIBRARY BOARD OFFICERS AND COMMITTEE ROSTERS AS PRESENTED.**

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

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

- b. Consideration to approve the Capital Campaign Naming Opportunities  
Trustee Krafcisin recommended removing the editorial note "use state of the art somewhere else" from the document (Supplement page 1).

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE CAPITAL CAMPAIGN NAMING OPPORTUNITIES AS AMENDED.**

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

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

**12)CLOSED SESSION:**

There was no Closed Session.

**13)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:09 p.m.

Respectfully submitted by Jeff D'Anastasio