

**SPECIAL BOARD MEETING
WEDNESDAY, JULY 16, 2025 – 6:30 P.M.
HAMMOND ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

APPROVED MINUTES

1. CALL TO ORDER:

President Parfitt called the meeting to order at 6:31 p.m.

2. ROLL CALL:

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Linda Lin, Roger Parfitt, and Michael Pope. Present were library management team members Danny Burdett, Becky Halcli, Grace Hayek, and Andrew Kim, Executive Director. Also present was Marti Wick, Friends Board President.

A MOTION was made by Trustee Pope, and seconded by Trustee Kimble, **TO APPROVE TRUSTEE WEISS-HAM'S REMOTE PARTICIPATION IN THE MEETING VIA ZOOM DUE TO A PERSONAL ILLNESS.**

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

Ayes: Fiffer, Kimble, Krafcisin, Lin, Parfitt, and Pope

Nays: None

Abstain: None

3. PRESENTATION OF SOUTH BUILDING EXTERIOR OPTIONS BY SKIDMORE, OWINGS & MERRILL:

Director Kim welcomed the Skidmore, Owings & Merrill team consisting of Mr. Semel, Jason Fisher, Ian Kaminski-Coughlin, and Brie Voetberg who attended via Zoom. Mr. Semel presented three south exterior options and a series of draft interior renderings.

The Trustees and management team engaged in discussion after the presentation and unanimously selected one of the three options presented. Trustee Lin requested additional visioning, particularly the transitions between the existing building and additions will look.

4. ADDITIONS TO THE AGENDA:

Director Kim shared two additions to the agenda that will be introduced in Consent Agenda:

- a. Concealed Carry Policy revision
- b. Request to allow the Capital Campaign Advisory Council to host two after-hours cultivation events in August (date to be determined) and September 12.

5. **CONSENT AGENDA:**

- a. Approval of June 18, 2025, Regular Board Meeting minutes
- b. Approval to close the library building and suspend services for Staff Development Day
- c. Approval of the Americans with Disabilities Act Policy revision
- d. Approval of the Concealed Carry Policy revision
- e. Consideration to approve two after-hours cultivation events in August (date to be determined) and September 12

The Staff Development Day Committee requested closing the library to 1:00 p.m., on Friday, September 19, 2025, to hold Staff Development Day.

Along with minor edits, the Policy & Bylaws Committee put forth a revision of the Americans with Disabilities Act Policy that includes a revised grievance procedure that clarifies the library does not determine if unlawful discrimination has occurred, but to respond to claims it has not appropriately addressed a request for a reasonable modification.

The Policy & Bylaws Committee recommended one edit to the Concealed Carry Policy. The Committee recommended revising the end of the second paragraph from, “or such signage as may be *changed from time to time*” to, “or such signage as may be *required in the future*.”

The Capital Campaign Advisory Council would like to host two after-hours cultivation events in August (date to be determined) and September 12, where a portion of the program will take place on Wyman Green, and another in the library.

A MOTION was made by Trustee Kimble, and seconded by Trustee Lin **TO APPROVE THE CONSENT AGENDA THAT INCLUDED THE JUNE 18, 2025, REGULAR BOARD MEETING MINUTES; TO CLOSE THE LIBRARY BUILDING AND SUSPEND SERVICES FOR STAFF DEVELOPMENT DAY; THE AMERICANS WITH DISABILITIES ACT POLICY REVISION; THE CONCEALED CARRY POLICY REVISION; AND TO HOLD TWO AFTER-HOURS CULTIVATION EVENTS IN AUGUST (DATE TO BE DETERMINED) AND SEPTEMBER 12, AS PRESENTED.**

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

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

Nays: None

Abstain: 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:

President Wick thanked the library for inviting the Friends to walk in the Glencoe Independence Day Parade. She shared that the Friends have been receiving more book donations due to Highland Park Public Library not accepting any at this time.

Earlier in the meeting, Trustee Kimble asked Director Kim if the Friends would be able to resume hosting classical music concerts in the Large Program Room, which is being planned as part of the building renovation. Director Kim responded that it is possible and has already informed President Wick of that. In response to Trustee Kimble's question, President Wick responded that the Friends are not certain that they can afford to hire the musicians in the future. The Friends are concerned that their book sale profits will shrink due to the reduced-in-size Friends Room that is part of the master space plan therefore limiting their spending.

9. COMMITTEE REPORTS:

a. Building & Grounds:

Director Kim thanked Facilities Supervisor Juan Rodriguez for his report and announced that Juan has hired Jerry Sawyer to fill the library's Part-Time Facilities Associate vacancy. Jerry will begin on July 28.

b. Capital Campaign:

Trustees Pope and Lin provided additional context to the committee report. Director Kim highlighted that the Campaign is close in securing its first naming rights commitment. He will also work with Just Cause Consulting to replace the two staff members who worked additional hours to support the Campaign. Director Kim also shared a brief update on the Library Foundation.

Trustee Pope encouraged the Trustees to attend the upcoming cultivation event on July 23.

Trustee Fiffer commented on his displeasure with the attorney's draft of the Gift Agreement Form. Trustee Pope suggested that he meet with Trustee Fiffer to work on a solution.

c. Finance:

Trustee Kimble walked the Trustees through the June 2025 financial statements. He highlighted that Property Tax receipts are below Year-to-Date and reminded the Board that the second installment receipts will be delayed at least one month. Trustee Kimble is confident that this will not negatively impact operations. He also noted that the Library of Things account is 128% Year-to-Date due to the investment in the new Video Game Collection.

- d. Marketing:
Trustee Weiss-Ham thanked Head of Programs & Communications Grace Hayek for presenting a wonderful program on July 9 led by Steve and Sharon Fiffer. Those present that attended shared their appreciation as well.
- e. Plan Commission:
Trustee Pope summarized the Plan Commission's most recent meeting and shared his views on the Village's Streetscape and Parking Study.
- f. Planning:
There was no report.
- g. Policy & Bylaws:
There was no report.
- h. Sustainability Task Force:
Trustee Lin shared items from the most recent Sustainability Task Force meeting. The Village has hired Pale Blue Dot, an action consultant, to help make its sustainability vision into an implementation plan. Additionally, the Task Force made composting available at the recent Party in the Park. The Task Force is also working with local business, North Shore Exchange, on applying reusable bags for their customers.
- i. Technology:
Trustee Weiss-Ham summarized the report prepared by Network & Digital Services Librarian Justin Franklin.

10. REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared that Children's Shelver Alex Towers celebrated his four-year work anniversary on June 1. He also congratulated Head of Adult Services Dale Heath on hiring her department's new Part-Time Librarian, Haley Kedzierski. Haley's first day was July 10.

He also thanked the Board for allowing Head of Circulation Services Danny Burdett and he to attend the ALA Conference. Their continuing education reports will be presented to the Trustees in August. Director Kim thanked the Trustees, staff, Friends, and Advisory Council members who walked in the Independence Day Parade. He especially thanked Circulation Associate Rachel Geddes for leading the parade planning.

The only scheduled business item for next month's Regular Board Meeting is the review of the Executive Director Succession Plan. Director Kim informed the Trustees that there may be more items forthcoming that are related to either the renovation, Library Foundation, and/or Capital Campaign. He also noted that due to Trustee

Weiss-Ham's remote participation, the closed session to review past closed session minutes and recordings will be done in August.

11. CLOSED SESSION:

There was no closed session.

12. ADJOURNMENT:

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

Respectfully submitted by Andrew Kim