

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, AUGUST 20, 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 6:58 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, 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 was library staff member Jeff D’Anastasio. Absent: Linda Lin.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

- a. Approval of July 16, 2025, Special Board Meeting (SBM) minutes  
Trustee Weiss-Ham requested that in Section 8, the kind of donations the Friends were receiving be clarified as “book and material” (Board Packet [BP] page 5).

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE JULY 16, 2025, SBM MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Lin

- b. Consideration to Sunset the Executive Director Succession Plan  
The Executive Director Succession Plan is more procedural than policy. Sunsetting the plan allows the Board greater flexibility when having to select a new Director.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Kimble, **TO APPROVE SUNSETTING THE EXECUTIVE DIRECTOR SUCCESSION PLAN AS PRESENTED.**

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

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

Nays: None  
Absent: Lin

**5) PUBLIC COMMENT:**

There were no public comments.

**6) COMMUNICATIONS:**

There were no comments regarding Communications.

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

There was no report.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

Facilities Supervisor Juan Rodriguez provided a list of Maintenance Activities and Completed Tasks.

b. Capital Campaign:

Just Cause hired a subcontractor to support the Campaign. Three campaign events were summarized, and progress was noted on securing two naming rights donors (BP page 22).

Director Kim also informed the Trustees about a Lemonade Stand Day in September. Advisory Council member Alisa Bergstein will lead the planning with the Director. Children's Services and Public Operations Manager Ann Finstad and Head of Programs and Communications Grace Hayek will lend their skills and expertise to the project.

The Campaign launched an Instagram account which will be populated with posts soon.

More campaign events are planned for September 12 and October 19. A Library Renovation Public Forum, to share an update on the renovation and the renderings, is planned for November.

c. Finance:

Trustee Kimble referred to the Finance Committee memo (BP page 24).

d. Marketing:

The Marketing Committee Report highlighted the eight-year history of the Big Books program and thanked the Friends of the Library for their generous support of the discussion leaders throughout the years (BP page 32).

e. Plan Commission:

A presentation of the renovation plan will be made to the Plan Commission on August 27.

- f. Planning:  
There was no report.
- g. Policy & Bylaws:  
There was no report.
- h. Sustainability Task Force (STF):  
There was no report.
- i. Technology:  
Trustee Weiss-Ham referred the Board to the Technology Committee Report.

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

Director Kim provided a summary of the following since the July Special Board Meeting.

President Parfitt, Adam Semel of Skidmore, Owings & Merrill, and the Director met with three Plan Commissioners and Village Staff on August 4 as a soft roll-out of the renovation plan. The next step is the presentation at the Plan Commission meeting on August 27.

Congratulations to Ann Finstad, who celebrated her 11-year work anniversary on July 10. And to Facilities Associate Damian Castro, who celebrated his two-year work anniversary on July 18.

Trustee Krafcisin volunteered to inform his neighbors with a renovation information table at his neighborhood block party on August 23.

The Director thanked the Trustees and Children's Department staff who participated in the Glencoe Al Fresco event series. And thanked the Programs and Communications team and Children's staff who represented the library at Green Bay Trail Day.

The planned items for the September Regular Board Meeting (RBM) include a presentation of the first draft of the 2026 Operating Budget, and scheduled reviews of the Children's Services Policy and the Use of the Library by Children Policy.

After the monthly Statistical Report (BP pages 39-43), the packet includes summaries prepared by Head of Circulation Danny Burdett and the Director of their respective American Library Association (ALA) Conference experiences (BP pages 44-50).

**10) NEW BUSINESS:**

- a. Consideration to adopt the Naming Recognition Policy and Gift Agreement for the "Rooted in History, Building for Tomorrow" Capital Campaign

The Director thanked Trustees Fiffer and Pope for their work on the Policy and referred the Board to the packet for details.

**A MOTION** was made by Trustee Kimble, and seconded by Trustee Krafcisin, **TO APPROVE THE NAMING RECOGNITION POLICY AND GIFT AGREEMENT FOR THE “ROOTED IN HISTORY, BUILDING FOR TOMORROW” CAPITAL CAMPAIGN AS PRESENTED.**

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

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

Nays: None

Absent: Lin

- b. Presentation of the 2025 Second Quarter Updates of the 2025-2026 Implementation Plan

The Director thanked the management team for their efforts in updating the goals of the plan.

**11)CLOSED SESSION:**

There was no Closed Session.

**12)ADJOURNMENT:**

President Parfitt adjourned the meeting at 7:49 p.m.

Respectfully submitted by Jeff D’Anastasio