

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 17, 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 7:01 p.m.

2) ROLL CALL:

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

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of August 20, 2025, Regular Board Meeting (RBM) minutes. Trustee Lin requested in 8) b. that the word “campaign” be used instead of “cultivation” (Board Packet [BP] page 4).

A MOTION was made by Trustee Fiffer, and seconded by Trustee Kimble, **TO APPROVE THE AUGUST 20, 2025, RBM MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Pope

- b. Approval of the Children’s Services Policy revision.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Kimble, **TO APPROVE THE CHILDREN’S POLICY REVISION AS PRESENTED.**

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

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

Nays: None

Absent: Pope

- c. Approval of the Use of the Library by Children Policy revision.

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin, **TO APPROVE THE USE OF THE LIBRARY BY CHILDREN POLICY REVISION AS PRESENTED.**

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

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

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

President Parfitt shared an experience he had meeting a Children's Summer Reading Club prize winner. Trustee Lin suggested publicizing parking lots east of Green Bay Road in event descriptions and confirmation emails.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends were busy preparing for the September 26–29 Friends Book Sale. She also summarized the Friends' September 4 meeting, where library programming received a donation of \$8,765. The total that the Friends donated to the library during its 2024-25 fiscal year was \$31,842.

8) COMMITTEE REPORTS:

a. Building & Grounds:

Facilities Supervisor Juan Rodriguez provided a list of Completed and Upcoming Projects (BP pages 21-22). Trustee Lin suggested taking pictures of the carpet bulge repairs to help illustrate building conditions for the Capital Campaign.

b. Capital Campaign:

The Advisory Council hosted two campaign events, one on August 17 and the next on September 12. The Council welcomed 40-45 guests on August 17 and over 70 on September 12. Both occasions were successful, with attendees expressing appreciation for the renovation plan.

Lemon-Aid Stand Day is set for September 20. There will be 12 lemonade stands set up across hotspots in town. All proceeds will go to the Capital Campaign. The Director and Council gave a tremendous thank you to Children's Services and Public Operations Manager Ann Finstad, Head of Programs & Communications Grace Hayek, and Children's Youth Program Coordinator Michelle Litchman for assisting with the event.

The Foundation held its first meeting on September 8. The Foundation Board adopted a resolution establishing the Foundation as an Illinois not-for-profit and

established its bylaws. The Foundation also appointed its first officers: Trustee Lin President; former Trustee Kathy Doyle Vice President; former Trustee Teresa Grosch Secretary; former Trustee Barbara Breakstone Treasurer.

c. Finance:

From the Finance Committee report, Trustee Kimble highlighted the delay in receiving Property Taxes, which were at 47% of projection Year To Date (YTD). He also noted a \$5,000 donation from the Modestus Bauer Foundation (BP page 27).

d. Marketing:

There was no report.

e. Plan Commission:

The Director thanked the Trustees and staff who attended the August 27 Plan and Zoning Commission meeting. Notes from the meeting appear on BP pages 36-37.

f. Planning:

There was no report.

g. Policy & Bylaws:

There was no report.

h. Sustainability Task Force (STF):

The August 26 meeting agenda appears on BP page 39.

i. Technology:

Trustee Weiss-Ham noted the Technology Committee Report.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided updates on happenings since the August RBM (BP pages 41-43):

The Director thanked Ann Finstad for organizing Narcan training for staff. In August, Governor Pritzker signed an amendment to the Local Library Act requiring all libraries open to the public to maintain a supply of approved opioid antagonists (like Narcan) for use in helping those overdosing.

Cooperative Computer Service (CCS) successfully completed the Vernon Area Public Library migration on September 2. The Director thanked Technical Services and Automation Operations Manager Becky Halcli for communicating the necessary information to staff during the migration. And the Director acknowledged the rest of the management team for leading staff during the process.

At the September 10 CCS Governing Board meeting, the directors selected Bibliocore as the new discovery layer for the online catalog. The CCS Team has begun work on implementation.

Appreciation was expressed to the Friends Board for approving \$8,765 in new funds that will support programs such as the Winter Reading Clubs, American Musical Theatre Legends, and Big Books.

Circulation Assistant Nick Rumas transitioned to the role of Substitute after 11 years of service. Circulation Substitute Kimberly Wargin has returned to being a regularly scheduled staff member. Adult Services Librarian Shira Cohen will return from her maternity leave on October 6 as a part-time employee. Adult Services Librarian Haley Kedzierski accepted an offer to move to a full-time position beginning September 14. And Administrative and Acquisitions Professional Jeff D'Anastasio celebrated his 9-year work anniversary on August 30.

Trustee Lin reminded the Board about the Illinois Library Association (ILA) Trustee Forum on October 16 at the Annual Conference in Rosemont.

10)NEW BUSINESS:

Trustee Fiffer requested updates on the library's attorney options and the timetable for creating a Request For Proposal (RFP) for the owner's representative for the renovation.

11)CLOSED SESSION:

There was no Closed Session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 7:52 p.m.

Respectfully submitted by Jeff D'Anastasio