

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, OCTOBER 15, 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, and Nan Weiss-Ham. Present were library management team members Becky Halcli, Grace Hayek, 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:**

An adjustment to the Agenda removed 10) NEW BUSINESS e. Consideration to accept the proposal for the Design and Engineering of the Library Renovation Plan as presented by Skidmore, Owings & Merrill (SOM). The proposal was not received in time to be included in New Business.

Director Kim noted that Agenda items 8) b., 10) c. and 10) f. had updated handout Supplements.

**4) CONSENT AGENDA:**

- a. Approval of September 17, 2025, Regular Board Meeting (RBM) minutes. For section 7), add “The Friends also announced that in their 2024-2025 fiscal year (ending May 31), a total of \$31,842 was donated to the library.” For section 8) b. fix “7” typo to be “17” (both Board Packet page 4).

**A MOTION** was made by Trustee Kimble, and seconded by Trustee Lin, **TO APPROVE THE SEPTEMBER 17, 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. Consideration to reschedule the December 2025 RBM. The request is to reschedule the December RBM from Wednesday, December 17 to Wednesday, December 10 (BP page 7).

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE CONSIDERATION TO RESCHEDULE THE DECEMBER 2025 RBM 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 2026 RBM Schedule

**A MOTION** was made by Trustee Weiss-Ham, and seconded by Trustee Krafcisin, **TO APPROVE THE 2026 RBM SCHEDULE AS PRESENTED.**

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

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

Nays: None

Absent: Pope

d. Approval of the Circulation Services Policy revision

e. Approval of the Homebound Delivery Service Policy revision

Trustee Krafcisin commented on the eligibility for the service as “cardholders in good standing,” requesting that the stipulation be defined consistently in library policies.

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Kimble, **TO APPROVE THE CIRCULATION SERVICES POLICY REVISION AND THE HOMEBOUND DELIVERY SERVICE POLICY 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:**

Trustee Lin repeated her request that the “Comments Logged in Gimlet” section needs more representation of positive comments from patrons who are Glencoe residents. Trustee Fiffer agreed and pointed out that, in contrast, comments saying to change nothing about the library stand out.

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

President Wick reported a successful September Book Sale that raised \$8,305. The President thanked many library staff members for their help.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

The list of projects from Facilities Supervisor Juan Rodriguez is on BP page 24.

b. Capital Campaign:

The Capital Campaign Committee Co-Chairs and President Parfitt set the campaign goal at \$2.5 million. Currently the campaign has \$800,000 in donations and pledges and will go into the public phase on October 20.

Lemon-Aid Stand Day on September 20 raised nearly \$3,500 in two hours! State Representative Katz Muhl visited the stand at Central School, and Congressman Schneider visited the stand at the library.

A proposed donor recognition program with giving levels was created (Supplement).

Local business Hudson Grace held a shopping day on October 9 where 20% of all proceeds were donated to the campaign, raising \$610. Hudson Grace plans another shopping day in November.

North Shore Sketch Comedy will present a new production *Funny Enough* at Writers Theatre on November 21 and 22. All proceeds will benefit the campaign.

c. Finance:

Trustee Kimble highlighted three details from the Finance Committee Report (BP page 30): 1) Reminded the Board that 50% of regularly scheduled staff are to receive their performance reviews in the fourth quarter; 2) the Total Facilities account will have more expenses in the October financial statements with planning projects for the winter months; 3) the Friends Board approved \$8,765 in new funding which has been received.

d. Marketing:

Programs & Communications had been updating RenewGPL.org, the renovation website. Website maintenance has been handed off to Trustee Lin and the Just Cause subcontractor (BP page 39).

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:

The schedule of policies to be reviewed in 2026 appears on BP page 41.

h. Sustainability Task Force (STF):

Trustee Lin reported on the formation of a new Sustainability Action Plan (SAP) to guide the Village. The Village has engaged a sustainability planning consultant to work with the Village and the planning team. The November 4 Stargazing Event at Glencoe Beach will feature the Library of Things telescope. Network and Digital Services Librarian Justin Franklin has learned how to use the telescope with the assistance of the New Trier Astronomy Club. To highlight the availability of the telescope, Justin will promote future stargazing opportunities.

i. Technology:

Trustee Weiss-Ham noted the Technology Committee Report (BP page 43).

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

Director Kim reported on updates since the September RBM (BP pages 44-45):

Juan Rodriguez hired new Facilities Associate Edgar East. His first day was October 14.

Almost 1/3 of the staff were hired in September. There is quite a list of those who celebrated their work year anniversaries last month:

- Circulation Associate Ann Berez – 10
- Programs & Communications Coordinator Natalie Brottman – 5
- Adult Services Librarian Shira Cohen – 5
- Network & Digital Services Librarian Justin Franklin – 9
- Technical Services & Automation Operations Manager Becky Halcli – 32
- Children's Shelver Peggy Klein – 4
- Circulation Assistant Lisa Merrill – 2
- Adult Services Librarian Jake Rogers – 10
- Children's Services Librarian Susan Schober – 8
- Youth Information Professional Jennifer Schwall – 2

**10) NEW BUSINESS:**

- a. Consideration to accept the revised proposal for fundraising services for October 2025, as presented by Just Cause Consulting

The consultants have presented a list of projects and work that will exceed that estimate and have requested an additional \$5,000. President Parfitt and Trustee Lin agreed to compensating Just Cause \$10,000 for October but informed them that it requires board approval.

Trustee Fiffer felt there was a lack of evidence for him to determine what the services provided were worth.

**A MOTION** was made by Trustee Lin, and seconded by Trustee Kimble, **TO APPROVE THE REVISED PROPOSAL FOR FUNDRAISING SERVICES FOR OCTOBER 2025, BY JUST CAUSE CONSULTING, AS PRESENTED.**

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

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

Nays: Fiffer

Absent: Pope

- b. Consideration to accept the proposal to extend Just Cause Consulting engagement through December 2025

The Capital Campaign is receiving more notice and activities have increased. Just Cause would like to stay on through December 2025 to help with the increasing workload and support the Advisory Council. The Co-Chairs and President Parfitt see value in retaining their services through the end of 2025. The total cost is \$20,000; \$10,000 each for November and December. If approved and the previous proposal approved, the total to be paid to Just Cause is \$84,000.

Trustee Fiffer felt there was a lack of evidence for him to determine what the services provided were worth.

**A MOTION** was made by Trustee Kimble, and seconded by Trustee Krafcisin, **TO APPROVE THE PROPOSAL TO EXTEND JUST CAUSE CONSULTING ENGAGEMENT THROUGH DECEMBER 2025 AS PRESENTED.**

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

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

Nays: Fiffer

Absent: Pope

- c. Consideration to accept the proposal for Owner's Representative Services  
The request being made to the Board is to allow the Building Renovation Committee to select a firm from the two finalists for owner's representative services.

**A MOTION** was made by Trustee Kimble, and seconded by Trustee Weiss-Ham, **TO APPROVE THE PROPOSAL FOR OWNER'S REPRESENTATIVE SERVICES AS PRESENTED.**

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

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

Nays: None

Absent: Pope

- d. Consideration to approve the proposal for Pre-Schematic Design Services as presented by SOM  
SOM is requesting compensation not to exceed \$70,000 for services provided since completing our master space planning engagement in November 2024 (BP page 70). President Parfitt's recommendation is to accept the proposal.

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE PROPOSAL FOR PRE-SCHEMATIC DESIGN SERVICES BY SOM AS PRESENTED.**

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

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

Nays:

Absent: Pope

- e. Consideration to accept the proposal for Design and Engineering of the Library Renovation Plan as presented by SOM--REMOVED per 3) ADDITIONS TO THE AGENDA.

- f. Consideration to approve the Property Tax Levy request  
The Property Tax Levy request is presented for Board approval with the preliminary 2026 Operating Budget to determine how Total Revenues will be allocated.

The max allowable is \$3,342,926, which is 6.6% more than last year: \$207,260.

Referring to Supplement pages 2-4, the Director's estimate projects a flat total of Operating Revenues and a decrease for Other Revenues next year. Overall, the expectation is a 4.9% net increase in Total Revenues, or \$163,250.

With Expenditures, Total Library Services will increase 3.4%, or \$15,275. Most of this increase is to support Downloadable Content, LAN/Computer Supplies, and the Video Game Collection.

With Personnel, the budget forecasts a 5.3% increase in Salaries & Wages, and a net 5% increase for Total Personnel, which includes Insurance, Unemployment Tax, Social Security, Illinois Municipal Retirement Fund (IMRF), Continuing Education, and Recruitment. All related costs are going up in 2026, and the budgeting anticipates three library conferences occurring next year.

Funding for Facilities will remain flat with a modest increase of \$1,200, or 0.7%. Overhead costs will see a 15% increase over 2025, with \$14,350 in new funds to support Postage, Copier Expenses, and Legal Fees.

Accounts in Other Expenses will change by the time the operating budget is presented for Board approval. Contract Services, Services & Resource Development, and the Special Reserve Fund will be looked at more closely at the November and December RBMs.

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Weiss-Ham, **TO APPROVE THE PROPERTY TAX LEVY REQUEST AS PRESENTED.**

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

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

Nays:

Absent: Pope

**11)CLOSED SESSION:**

There was no Closed Session.

**12)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:52 p.m.

Respectfully submitted by Jeff D'Anastasio