

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 19, 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 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 the October 15, 2025, Regular Board Meeting (RBM) minutes.
Trustee Lin revised the amount reported in 8) b. to \$610.00.

b. Approval of the Schedule of Fees and Loan Periods revision
The Schedule of Fees and Loan Periods is the policy that informs library users of loan periods as well as fees for lost or damaged items. It is reviewed in part to update the nonresident library card fee. Using the mathematical formula approved by the Illinois State Library (ISL), the new nonresident library card fee is \$1,016.99.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer, TO APPROVE THE OCTOBER 15, 2025, RBM MINUTES AS AMENDED AND THE SCHEDULE OF FEES AND LOAN PERIODS 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 clarified that the checkout referred to in the “Complaints” was the Children’s Self-Checkout.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends are preparing for their next sale in April. Trustee Lin shared a patron's praise for the depth of the selection at the Friends' sales.

8) COMMITTEE REPORTS:

a. Building & Grounds:

The list of projects from Facilities Supervisor Juan Rodriguez focused on preparing the building and grounds for winter.

b. Capital Campaign:

Director Kim and Trustee Lin summarized recent highlights of the campaign. Director Kim also updated the Board on contracting Urban-Resolve to be the Owner's Representative for the renovation project and the initial discussions with Chapman & Cutler as bond counsel.

c. Finance:

Trustee Kimble reported on the continued delay in receiving Property Tax Revenue, with October granting more refunds to put the Year To Date (YTD) rate at 45.7 %, 1% lower than September. He praised the expense management and project scheduling of Juan Rodriguez, with Total Facilities expenses YTD at 65.1%, well below the anticipated YTD of 83.3% (BP page 24).

d. Marketing:

Programs & Communications Grace Hayek summarized successful programs on Chicago's greatest buildings (October 28), and the library's participation in the Village-wide Halloween Hello (October 31). *Chicago Tribune* coverage of the October 19 campaign event for the library renovation was also included (BP pages 33-36).

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):

Trustee Lin referred to dates for Village recycling events in 2026. Trustee Krafcsin added that a committee of community representatives would participate in creating a Village Sustainability Action Plan over the course of four meetings beginning in January.

i. Technology:

Trustee Weiss-Ham reported that Network & Digital Services Librarian Justin Franklin attended the Illinois Library Association Conference. New equipment is also being purchased before the end of the year.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim presented the following updates since the October RBM:

The Cooperative Computer Service (CCS) Governing Board approved memberships for Rolling Meadows Library and the Wauconda Area Public Library. Both are expected to go live in Fall 2026.

The Building Renovation Committee (BRC) finalized the service agreement with Urban-Resolve. Weekly meetings will be held with Urban-Resolve President Erin Cabonargi and Skidmore, Owings & Merrill (SOM).

The Director and Trustee Lin presented a renovation plan overview to the Glencoe School District 35 Board of Education on November 13.

Technical Services & Automation Operations Manager Becky Halcli has announced her retirement. Her last day will be February 27, 2026. Becky Halcli has hired a new Acquisitions and Receiving Professional. Gregory Hutter will start on November 24.

Juan Rodriguez will look to hire a new hourly Facilities Associate.

Four staff members had their work anniversaries last month: Technology Librarian Matthew Byrd (2 years); Adult Services Librarian Maureen Liebenson (14 years); Adult Services Librarian Sara Lifson (17 years); Circulation Associate Julie Rand (24 years).

Head of Adult Services Dale Health and Network & Digital Services Librarian Justin Franklin attended the Illinois Library Association (ILA) Conference last month and their conference summaries are included in the Board packet.

Next month's scheduled business items include: 2027 library closure dates; scheduled reviews of the No Smoking Policy and Service Animal Policy; presentation of the 2026 operating budget; the bond amount; and a planned Closed Session to discuss the annual performance review of the Director.

10) NEW BUSINESS:

- a. Presentation of Third Quarter Updates of the 2025-2026 Implementation Plan
The plan included updates for the renovation, LAN documentation, online security training, the job-related tools investigation, and salvage prioritization.
- b. Presentation of the Fiscal Year 2026 Draft Operating Budget
The presentation of next year's budget highlighted key accounts and plans and explained any changes from the version presented at the October RBM.

Statutory Revenues included a 6.6% increase in Property Taxes. The total projected Property Tax Revenues of \$3,342,926, was approved last month. A conservative estimate was made for Personal Property Replacement Taxes (PPRT). A modest increase was made to Miscellaneous Income, and a drastic reduction in total Grant Revenues (due to the decision by the CCS Governing Board to end the library portion of the Reaching Across Illinois Library System [RAILS] Local Library System Automation Program Grant).

Operating and Other Revenues, Copier and Interest Income underperformed this year, so another conservative approach was taken with the estimates. Unrestricted Gifts' estimate is 131.5% over current year, which will be dependent on a local foundation continuing to donate to the library. Total Revenues were projected at \$3,475,466, 4.9% over current year.

For Expenditures, there are three categories. First, Library Service, wherein the management team requested \$15,275 more than current year to fund service-related expenses, such as materials, programs, and supplies. Adult Services will add a Video Game account to the operating fund with \$4,000 for next year. Programs & Communications will keep a healthy cushion for program expenses.

For the Personnel portion, Salaries and Wages increased by 5.3% to cover potential merit increases and the proposed 3.1% Cost Of Living Adjustment (COLA). There will be a management team vacancy to fill, and staffing needs in Facilities, Programs & Communications, and potentially other departments. Insurance premiums will go up, 4.8% for HMO plan and 5.7% for PPO plans. Illinois Municipal Retirement Funds' (IMRF) employer contribution rate will be 8.3% compared to 7.6% currently. For staff development there are three major library conferences next year: Public Library Association in April, American Library Association in the summer, and the Illinois Library Association next fall.

In the Facilities-Overhead-Other category, Juan Rodriguez requested an additional \$1,200 over the current year: \$200 more for Equipment Repairs and Alarm respectively, and \$800 more for Water and Waste Removal Services.

Justin Franklin and Matthew Byrd will replace the building's Wi-Fi access points, which is the main reason for a 48% increase in Hardware/Software.

Total Overhead will increase by 14.8%: there were modest increases budgeted for Phone, Postage, Copier, Bookkeeping; Auditing and Trustee Expenses were flat; Property & Casualty Insurance will go up by \$3,000; Legal Fees increased by 246% to cover potential attorney costs related to the renovation.

The categories Other, Contract Services, Service & Resource Development, and Special Reserve Fund were not firm. The Finance Committee's guidance for those will be sought before the final budget presentation next month. Next steps will also include looking at funding for Books, Audio, and Downloadable Content.

11)CLOSED SESSION:

A MOTION was made by Trustee Lin, and was seconded by Trustee Kimble, **TO ENTER INTO CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 (C)(21).**

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

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

Nays: None

Absent: Pope

The Trustees left Open Session at 8:00 p.m.

12)CALL TO ORDER:

President Parfitt called the open session back into order at 8:15 p.m.

13)ROLL CALL:

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Linda Lin, Roger Parfitt, and Nan Weiss-Ham. Absent; Michael Pope.

14)BUSINESS:

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin **TO APPROVE THE MINUTES FROM DECEMBER 18, 2024, CLOSED SESSION.**

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

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

Nays: None

Absent: Pope

15)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:16 p.m.

Respectfully submitted by Jeff D'Anastasio and Trustee Weiss-Ham