

**SPECIAL BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, DECEMBER 10, 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 7:00 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present was library management team member Dale Heath and Andrew Kim, Executive Director. Also present were Friends President Marti Wick, library staff member Jeff D’Anastasio, and Foundation Board member Kathy Doyle.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of November 19, 2025, Regular Board Meeting (RBM) minutes
Trustee Weiss-Ham noted that 8) i. should state “Trustee Weiss-Ham referred to the memo on Board Packet (BP) page 38.”

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin, **TO APPROVE THE NOVEMBER 19, 2025, RBM MINUTES AS AMENDED.**

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

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

- b. Approval of the 2027 library closure dates
- c. Report on the No Smoking Policy review
- d. Report on the Service Animal Policy review

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Lin, **TO APPROVE THE 2027 LIBRARY CLOSURE DATES, THE NO SMOKING POLICY, AND THE SERVICE ANIMAL POLICY AS PRESENTED.**

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

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

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

Trustee Weiss-Ham praised the range of the topics covered in the “Compliments” selected.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick summarized the Friends’ December 4 Board meeting and the library programs approved for funding. The financial support for each department was as follows: Adult Services—\$5,002.00 and reallocation of \$1,563.41; Children’s Department—\$1700; Circulation—\$1,135.00; Programs & Communications—\$600.00. The total of \$8,437.00 plus the reallocated \$1,563.41 was \$10,000.41. Further updates included the mid-October launch of the annual appeal letter—already generating donations—and preparation for the April 2026 Book Sale.

8) COMMITTEE REPORTS:

a. Building & Grounds:

Facilities Supervisor Juan Rodriguez provided an update on completed and pending projects (Board Packet [BP] page 15). Facilities intends to hire for a part-time position this month.

b. Capital Campaign:

The campaign has raised \$1,057,500 in donations and pledges. Advisory Council members continue to meet with prospective donors to reach the \$2.5 million goal. The first wave of campaign appeal letters was mailed on December 5. Over 700 letters will be mailed to target donors.

Hudson Grace donated \$600 to the campaign from their November 20 shopping day. Both *Funny Enough* performances held at Writers Theatre on November 21 and 22 were sold out. It is expected that *Funny Enough* will contribute \$20,000 from ticket sales to the campaign.

The library’s participation in this year’s Light the Lights event was unfortunately met with less community engagement compared to previous years. Informally, organizers and participants noted less attendance overall this year. However, the Library Foundation raised \$300 through t-shirt sales. The remaining inventory will be available online soon. And over 40 guests visited and viewed the renovation renderings display. Most people shared positive feedback about the design.

c. Finance:

Trustee Kimble referred the Board to the memo on BP page 19. He and Trustee Lin confirmed that two new accounts have been created to allow reimbursements between the library and the Foundation.

d. Marketing:

There was no report.

- 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):
There was no report.
- i. Technology:
Trustee Weiss-Ham referred the Board to the memo on BP page 28.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim highlighted these updates since the November RBM:

Trustees Fiffer and Krafcisin and the Director will have weekly meetings with Erin Cabonargi of Urban-Resolve and the Skidmore, Owings & Merrill (SOM) team. Meetings will typically be held on Thursdays at 2:00 p.m.

Administrative Professional Jeff D’Anastasio and the Director met with representatives from First Bank Chicago on November 21, to discuss the potential transfer of accounts from Wintrust. Discussion will continue into 2026.

Trustee Kimble, President Parfitt and the Director met on November 24 to review the Calendar Year 2026 Draft Operating Budget.

The Director and Jeff D’Anastasio attended the Zoning Commission meeting on December 1, where the Commissioners unanimously adopted a resolution approving the library’s two Special Use Permit applications.

The management team’s quarterly gift requests, and a proposal for a new method of funding gift requests, were presented by the Director to the Friends Board on December 4. Thank you to the Friends Board members for approving this quarter’s gift requests, and for considering the proposal.

Three staff members had their work anniversaries in November:

- Katie Blair (Circulation) – 5 years
- Betsy McGrew (Circulation) – 32 years
- Idelle Melamed (Children’s) – 4 years

Trustees and staff welcomed 39 guests to the Library Renovation Public Forum held on December 3.

President Parfitt was pleased to note in the “Glencoe Public Library Statistical Report—November 2025” that the library is on track to reach 100,000 Total Visitors this year (BP page 32).

10)NEW BUSINESS:

a. Approval of the Proposal for Design Services from SOM

The Design Services proposal is being reviewed by library owner’s representative Erin Cabonargi. In her view, the proposal can be accepted by the Board after the results of the bond referendum. Adjusting the proposal to maintain SOM’s services between pre-schematic and design phases will be discussed with the Building Renovation Committee (BRC).

b. Adoption of Resolution 2025-12-10: Resolution Authorizing the BRC to Approve Purchases and Enter into Contracts up to \$35,000 During Pre-Construction Phase

The purpose of the resolution is to avoid waiting for RBMs to approve purchases and service contracts that are priced above the \$5,000 threshold needing Board approval. Authorizing the BRC to make purchases and approve contracts up to \$35,000 would help avoid the inevitable delays of waiting for board meetings. The \$35,000 amount is the state threshold requiring public bidding.

Trustee Fiffer recommended rewording and removing the last part of l. c.: “Enter into contracts and contract amendments on behalf of the library for amounts not to exceed \$35,000 per contract.” Remove: “provided such expenditures fall within the Board-approved project budget;” (BP page 39).

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE ADOPTION OF RESOLUTION 2025-12-10: RESOLUTION AUTHORIZING THE BRC TO APPROVE PURCHASES AND ENTER INTO CONTRACTS UP TO \$35,000 DURING PRE-CONSTRUCTION PHASE AS AMENDED.**

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

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

Nays: None

Abstain: Lin

c. Adoption of the Resolution requesting that the Village of Glencoe submit an advisory referendum question for the Village to issue not to exceed \$17,500,000 General Obligation Library Bonds for the purpose of providing funds for expanding, renovating, repairing, and equipping the Glencoe Public Library building to the voters of said Village at the general primary election to be held on March 17, 2026.

The language of the advisory referendum question is on BP page 41.

A MOTION was made by Trustee Kimble, and seconded by Trustee Weiss-Ham, **TO APPROVE THE ADOPTION OF THE RESOLUTION REQUESTING THAT THE VILLAGE OF GLENCOE SUBMIT AN ADVISORY REFERENDUM QUESTION FOR THE VILLAGE TO ISSUE NOT TO EXCEED \$17,500,000 GENERAL OBLIGATION LIBRARY BONDS FOR THE PURPOSE OF PROVIDING FUNDS FOR EXPANDING, RENOVATING, REPAIRING, AND EQUIPPING THE GLENCOE PUBLIC LIBRARY BUILDING TO THE VOTERS OF SAID VILLAGE AT THE GENERAL PRIMARY ELECTION TO BE HELD ON MARCH 17, 2026, AS PRESENTED.**

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

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

Nays: None

- d. Approval of the Calendar Year (CY) 2026 Operating Budget
Director Kim noted that “Calendar Year” will replace “Fiscal Year” to ensure consistency with the language used by the Village.

The Director referred to a summary of the adjustments made to the proposed 2026 Operating Budget since the November RBM presentation (BP pages 44-52). He thanked the management team and the Finance Committee for all their hard work. The final Operating Fund Total is \$3,475,466 (BP page 60).

A MOTION was made by Trustee Pope, and seconded by Trustee Fiffer, **TO APPROVE THE CY 2026 OPERATING BUDGET AS PRESENTED.**

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

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

Nays: None

11)CLOSED SESSION:

There was no Closed Session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:20 p.m.

Respectfully submitted by Jeff D’Anastasio