

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JANUARY 21, 2026 – 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 were library management team members Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present were Library Foundation Vice President Kathy Doyle, Friends President Marti Wick, and library staff member Jeff D’Anastasio.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of December 4, 2025, Special Board Meeting (SBM) minutes
- b. Approval of December 10, 2025, SBM minutes
In the December 10, 2025, SBM minutes, Trustee Lin provided an update for 8) b.: remove “It is expected that” and revise as “*Funny Enough* will contribute \$20,000 from ticket sales, and more from additional donations received, to the campaign.”

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin, **TO APPROVE DECEMBER 4, 2025, SBM MINUTES AS PRESENTED, AND TO APPROVE DECEMBER 10, 2025, SBM MINUTUES AS AMENDED.**

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

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

Nays: None

- c. Approval of the Reimbursement of Expenses Policy revision.
The “Reimbursement for Taxes” section was revised to include Trustees as eligible to use the library’s tax-exempt status to purchase goods or services (BP page 14).

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin, **TO APPROVE THE REIMBURSEMENT OF EXPENSES POLICY REVISION 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:

Trustees made general comments regarding the communications log.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends are preparing for their April book sale. Donations continue to be received from the mid-October Appeal letter.

8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Library Foundation Vice President Kathy Doyle updated the Board that the Capital Campaign has raised \$1.85 million in funds and pledges. She also reported patron comments received at a Children's magic show where the Foundation staffed an information table. People asked about where library services will be if the library is closed for a couple of years while being renovated. Yet others were unaware of the March 17 advisory referendum to approve funding the renovation.

9) COMMITTEE REPORTS:

a. Building & Grounds:

The memo from Facilities Supervisor Juan Rodriguez was presented.

b. Building Renovation Committee (BRC):

Erin Cabonargi, Managing Partner of Urban-Resolve, presented an overview of the completed and ongoing work in the pre-construction phase of the renovation project.

In response to Trustee questions, Ms. Cabonargi differentiated planning, pre-construction, and construction, emphasizing that the construction phase can only begin if the referendum passes.

c. Capital Campaign:

Per the Glencoe Public Library Foundation report in 8), the Capital Campaign has raised nearly \$1.9 million in total donations and pledges. Director Kim noted that the work of the Capital Campaign had transitioned from the Advisory Council and Just Cause consultants to the Foundation. The Advisory Council's final meeting was December 16.

An update to the Capital Campaign and Bond Referendum Schedule confirmed that the initial stage of the Exterior Appearance Review is scheduled for the Village Plan Commission's January 28 meeting.

Responding to a question from the Board, Director Kim explained that while the library cannot openly advocate for a yes vote, there would be a postcard sent to

Glencoe households reminding them of the referendum. Trustee Lin said the Foundation could also help with informational messaging ahead of the election.

Director Kim offered that spaces were being considered for a continuation of services, but that the range and scope would be affected by being in temporary locations. Trustee Lin expressed the importance of communicating the need for the building's closure, while emphasizing that the library was exploring retail spaces and intending to have multiple program spaces during the renovation. Trustees Fiffer and Trustee Krafcisin both felt that the message should be summarized as "The building is closed, but library services continue."

d. Finance:

Trustee Kimble cited recent *Chicago Tribune* coverage examining Cook County's ongoing delays in distributing Property Tax Revenue to local agencies. The library ended the 2025 Calendar Year with a Net Operating Change of -\$1.4 million due to the property tax delay. Also impacted by the delay was Interest income, ending the year at 76.5% of projections. In reference to the lost interest income, Director Kim mentioned some school districts and libraries were starting to discuss legal action as recourse. Finally, total end of year Operating Expenditures was at 90.1% of projections.

e. Marketing:

Head of Programs & Communications Grace Hayek announced the first programming partnership of the library and the Glencoe Preservation Commission. Noted architectural historian Susan Benjamin will be the main speaker for a series of three lectures on historic preservation in May, June, and July.

f. Plan Commission:

There was no report.

(The agenda sequence was covered slightly out of order)

g. Technology:

Trustee Weiss-Ham noted the Technology Committee Report (BP page 41) and asked about the brief but recurring losses of power to network-connected devices. Director Kim confirmed that network glitches and phone line interruptions have been recent issues. Network and Digital Services Librarian Justin Franklin was working with Sikich and documenting each incident. Trustee Weiss-Ham added that a plan to provide fiber internet connection throughout Glencoe was forthcoming, and the Director concurred that the library could participate with its existing fiber line.

h. Planning:

Trustee Krafcisin and Director Kim met on January 20 to discuss potential changes to the Implementation Plan.

- i. Policy & Bylaws:
There was no report.
- j. Sustainability Task Force (STF):
Trustee Krafcisin summarized the Village's Sustainability Action Plan (SAP) Team Meeting of January 6 and noted that a community input meeting will be held at the library on February 4.

10)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided the following updates since the December SBM:

Reaching Across Illinois Libraries (RAILS) announced catalog membership grants to the Rolling Meadows Library and Wauconda Area Public Library for joining the Cooperative Computer Services (CCS) consortium.

At their November meeting, the RAILS Board of Directors voted to adopt "Free Speech Needs Free Libraries: A Joint Statement of the Consortium of Academic and Research Libraries in Illinois (CARLI), Orbis Cascade Alliance, and the Partnership for Academic Library Collaboration & Innovation (PALCI)."

Director Kim congratulated Dale Heath for serving as Head of Adult Services for two years. Her work anniversary was December 11. And offered congratulations to Circulation Associate Joan Schneider for 26 years with the library! Her work anniversary was December 13.

Also, the Director noted Dale Heath's "2025 Forte Room Use by Group Report" as an addendum to December's Statistical Report and commented that it was a great analysis of the hours that the Room is available for group use, which will be useful for planning. Trustee Lin also expressed her gratitude for the report.

At the February RBM, the library's Illinois Public Library Annual Report (IPLAR) will be presented for Board approval.

11)NEW BUSINESS:

- a. Approval of the Illinois State Library Per Capita Grant application and Expenditures Report

Director Kim explained that the State Library offers the grant, which provides up to \$1.475 per person, based on the service area population. There are five main requirements:

- i. Meet the State Library's definition of a public library
- ii. Present or demonstrate progress towards meeting Illinois library standards as deemed by Illinois Library Association (ILA)
- iii. Adopt the American Library Association (ALA) Library Bill of Rights

- iv. Complete the Expenditures Report that is a part of the grant application
- v. Have the most recent IPLAR on file with the State Library.

Beginning this year, ILA and the State Library modified Serving Our Public 4.0 and rebranded it as Illinois Public Library Standards.

The library meets almost all of the Standards' measurements. However, the library falls short of the Standards in two areas: it is not the local history repository for Glencoe and lacks an active Executive Director Succession Plan. Because the Standards are not requirements for public libraries, but more of a guide, it is up to the Board and management team if they wish to pursue meeting all the Standard measurements. But for the Board's purpose tonight, the Board may vote to approve the grant application, the Certification of Eligibility for Grants, and expenditures report as one motion.

Trustee Fiffer noticed a typo in the last paragraph of 1.) Access, where "add a" instead of "and" should be the wording before "second building entrance" in the sentence.

A MOTION was made by Trustee Pope, and seconded by Trustee Lin, **TO APPROVE THE ILLINOIS STATE LIBRARY PER CAPITA GRANT APPLICATION AND EXPENDITURES REPORT AS AMENDED.**

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

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

12)CLOSED SESSION:

A MOTION was made by Trustee Weiss-Ham, and seconded by Trustee Kimble, **TO ENTER INTO CLOSED SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES PER 5 ILCS 120/2 (C)(1), AND TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER 5 ILCS 120/2 (C)(21) WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06.**

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

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

The Board left the Open meeting at 8:55 p.m.

13)CALL TO ORDER:

President Parfitt called the open session back into order at 9:43 p.m.

14)ROLL CALL:

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

15)BUSINESS:

The Board approved of opening minutes to the public and destroying recordings from January 17, 2024, Regular Board Meeting.

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

Nays: None

16)ADJOURNMENT:

President Parfitt adjourned the meeting at 9:47 p.m.

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