

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MARCH 18, 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 7:02 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 Ann Finstad, Grace Hayek, Dale Heath, Hope Kramer, 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. Absent: Michael Pope.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of February 18, 2026, Regular Board Meeting (RBM) minutes
Trustee Lin provided a clarification for 9) i.: remove “has replaced Management Analyst Jeff Mawsdley” and insert “is temporarily filling in” (Board Packet [BP] page 5).

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin **TO APPROVE FEBRUARY 18, 2026, 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 Sale or Disposal of Property Policy revision
The proposed wording changes for the revision are summarized on BP page 8. Trustee Krafcisin recommended adding the Glencoe Public Library Foundation to the groups that receive “no favoritism” in receiving, buying, or bidding on library property (BP pages 11-12).

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Weiss-Ham **TO APPROVE THE SALE OR DISPOSAL OF PROPERTY POLICY REVISION AS AMENDED.**

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:

Director Kim noted the positive Program Feedback (BP page 14).

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends continue to prepare for the April 10-13 Book Sale. Ahead of the sale, the donation bins in the library will be closed on March 27.

President Parfitt thanked the Friends for their support of the March 17 library referendum.

8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Library Foundation Vice President Kathy Doyle stated that the capital campaign had raised a total of nearly \$1.9 million in funds and pledges, with \$20,000 received in the past month. Work continued with the Foundation's mission statement, and more news would be anticipated from the March 19 meeting.

President Parfitt thanked the Foundation for their efforts in the capital campaign and for their support of the March 17 library referendum.

9) COMMITTEE REPORTS:

a. Building & Grounds:

The memo from Facilities Supervisor Juan Rodriguez detailed Completed, Scheduled and Ongoing services and projects (BP pages 15-16).

b. Building Renovation Committee (BRC):

Recaps of the February 19 Village Board Special Use Permits meeting and the February 25 Plan Commission Exterior Appearance Review were provided (BP page 17).

c. Capital Campaign:

The library website was updated to include a more robust Frequently Asked Questions (FAQ) section and additional information on the renovation plan and referendum. A postcard mailer with referendum information was received by residents on or around March 5.

Bookmarks with information on the renovation plan and a QR code linking to RenewGPL.org were inserted into Hold items and given to patrons at checkout.

The March 1 Library Renovation Open House had seven attendees. The Director thanked President Parfitt and Trustees Fiffer, Kimble, and Krafcisin for representing the Board at the event.

d. Finance:

Trustee Kimble stated that a proposed transfer to the Special Reserve Fund (SRF) would be discussed by President Parfitt in 11) a. NEW BUSINESS.

He noted that Operating Expenditures were at 14.4%, which was \$77,165 below expected spending (BP page 21, Supplement page 4).

Finally, he thanked the Friends for their recent donation of \$11,180 to library programs.

e. Marketing:

Head of Programs & Communications Grace Hayek described recent adjustments to book discussion group names (BP page 29).

f. Plan Commission:

Administrative Professional Jeff D'Anastasio's notes of the Plan Commission's February 25 Exterior Appearance Review were included (BP pages 31-34).

g. Planning:

There was no report.

h. Policy & Bylaws:

There was no report.

i. Sustainability Task Force (STF):

Trustee Lin reported that the requirements of the new Illinois law mandating battery recycling were proving to be too cumbersome for the Village to follow. Big box retailers in the surrounding area were places to take batteries to recycle.

Trustee Krafcisin summarized the progress of the Village's Sustainability Action Plan (SAP) committee ahead of its final May 5 meeting.

j. Technology:

President Parfitt inquired if the phone issue was resolved (BP page 36). Director Kim stated that intermittent issues were still occurring. Questions arose from President Parfitt and Trustee Weiss-Ham about the possibility of a new searchable app for the forthcoming BiblioCore library catalog, which Director Kim and Head of Adult Services Dale Heath addressed.

10)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided the following updates since the February RBM:

- Thank you to the Friends for their continued support. The Friends approved \$11,180 in new funding at their February 26 meeting.
- The Director met with Trustees Fiffer and Parfitt on March 11 to discuss initial goals and planning for staff realignment and reorganization.
- Audit fieldwork was conducted on March 16-17. Thank you to Jeff D'Anatasio for working with the onsite auditor.
- The Director thanked the Board and staff for giving retiring Technical Services and Automation Operations Manager Becky Halcli a wonderful sendoff on February 25.
- Welcome to new Head of Technical Services Hope Kramer, who started in her role on March 2. And congratulations to Children's Services Professional Carly Merdinger for her 1-year work anniversary on February 4.
- Along with the Director, Children's Services and Public Operations Manager Ann Finstad, Head of Programs and Communications Grace Hayek, Technology Librarian Matthew Byrd, and Circulation Associate Remy Brown will attend the Public Library Association (PLA) Conference April 1–3 in Minneapolis, Minnesota.
- For April 15 RBM, Trustee Fiffer and the Director will review the Investment Policy to determine if a revision is required, and Dale Heath will present a proposal for a new microform reader.

11)NEW BUSINESS:

- a. Consideration to adopt Ordinance 2026-03-18—Ordinance Transferring Funds to the SRF

Director Kim referred the Board to a memo that looked at last year's Net Operating Change in comparison to the previous five years (BP page 44).

By the end of Calendar Year (CY) 2025, the library received just over \$1.4 million in property taxes. In the first two months of 2026, the library received \$1.38 million, totaling 89% Year To Date (YTD) or 90% YTD when the \$40,000 in Property Tax Reserve is included.

As of February 28, the total cash balance was over \$2.7 million.

To observe the Fund Balance Policy, the Board must maintain an amount equal to three months of operating expenses. When dividing the Total Revenues (\$3,475,466) by 12, the average available funds per month is \$289,622. Following the Policy, the Board must maintain a minimum of \$868,866.

Director Kim also referred to calculations prepared by President Parfitt to support his recommendation to transfer \$400,000 to the SRF (Supplement). Trustee Kimble of the Finance Committee supports President Parfitt's recommendation and expressed optimism that the property tax revenue issues at the county level will be fixed.

After consideration of these details, the Board agreed to transfer \$250,000 to the SRF now and will consider the option of transferring an additional \$150,000 to the SRF in September.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Kimble, **TO APPROVE THE ADOPTION OF ORDINANCE 2026-03-18—ORDINANCE TRANSFERRING FUNDS TO THE SRF AS AMENDED.**

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

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

Nays: None

Absent: Pope

- b. Consideration to approve Friends Room Alternate as part of the Master Space Plan

President Parfitt acknowledged the concerns expressed by Ann Finstand and Juan Rodriguez that the proposed Friends Room alternates for the renovation plan had significant consequences for Facilities and staff space on the Lower Level (Supplements). He urged returning the matter to the architecture team at Skidmore, Owings & Merrill (SOM) for further consideration of alternatives to the Plan Option A and Plan Option B presented in the Memo (Supplement page 1-5). President Parfitt also recommended that the concerns raised in the staff supplements be communicated to SOM and supported with as much specific measurement detail as possible.

Marti Wick requested that SOM meet with the Friends, Juan Rodriguez, and Ann Finstad to discuss options.

12)CLOSED SESSION:

There was no Closed Session.

13)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:03 p.m.

Respectfully submitted by Jeff D'Anastasio