

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, APRIL 15, 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 6:59 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 Danny Burdett, Ann Finstad, 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 the March 18, 2026, Regular Board Meeting (RBM) minutes

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Krafcisin **TO APPROVE THE MARCH 18, 2026, RBM MINUTES AS PRESENTED.**

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 Investment Policy revision

The proposed wording changes for the revision are summarized on Board Packet (BP) page 8. An addition was made to the “Ethics and Conflicts of Interest” section that the Director must disclose to the Board any personal business conflicts with the library’s investments (BP pages 10, 14).

Trustee Krafcisin noted a typo where “on” should replace “or” (bottom of BP pages 9, 13).

**A MOTION** was made by Trustee Pope, and seconded by Trustee Lin **TO APPROVE THE INVESTMENT POLICY REVISION AS AMENDED.**

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:**

President Parfitt asked for more detail regarding a complaint about the variety of Easter books available in the Children's Department (BP page 16). The "Renovation Feedback" questions were noted, and Trustee Lin and Director Kim discussed how the queries matched many of the Frequently Asked Questions already on the renovation website (BP pages 17-18).

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

President Wick was pleased to share that the April 10-13 Book Sale raised \$10,000. Many library staff were thanked for their assistance with the sale: Programs & Communications Coordinator Natalie Brottman, Technology Librarian Matthew Byrd, Facilities Associate Damian Castro, Head of Programs & Communications Grace Hayek, Adult Services Librarian Haley Kedzierski, Head of Technical Services Hope Kramer, Youth Information Professional Carly Merdinger, Facilities Associate Jeff Rausa, and Facilities Supervisor Juan Rodriguez.

The Friends anticipate one more sale in October ahead of the renovation.

**8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:**

Library Foundation Vice President Kathy Doyle provided updates on the status of the Foundation and fundraising efforts. The Foundation has created a new logo and is working on a new website ([gplf60022.org](http://gplf60022.org)). They have funds available for the library renovation and will work with the Board to determine how best to coordinate payment distribution when needed. Follow-up letters are being sent to collect pledges made during the Capital Campaign. Efforts are also being made to launch a Foundation newsletter, and to acquire the Just Cause mailing list created with the Campaign Advisory Council.

**9) COMMITTEE REPORTS:**

a. Building & Grounds:

The memo from Facilities Supervisor Juan Rodriguez detailed Completed, Scheduled and Ongoing services and projects (BP pages 19). The Staffing Update noted the resignation of Substitute Jerry Sawyer on March 28 and thanked him for his contributions (BP page 20).

b. Building Renovation Committee (BRC):

The Director, BRC and Urban-Resolve continue to investigate options for temporary locations for the library during construction. The Board discussed other potential locations. The Director added that, in general, there was no perfect temporary space, and compromises would be necessary and inevitable.

Soil boring was expected to begin sometime this week, but procuring the boring equipment has been challenging. The work is still expected to be conducted before the end of April.

Erin Cabonargi and the Director met with the Village Manager and Deputy Village Manager/Chief Financial Officer (CFO) on April 8 to discuss the bond issuance and sequencing.

c. Capital Campaign:

The report was included in 8. *REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION.*

d. Finance:

Trustee Kimble reported that the library continues to receive prior year property taxes. The MaxSafe account balance was \$2.541 million as of March 31, compared to \$2.155 on February 28.

As of the end of March, Prior Year Property Tax receivables totaled \$3,493,801, which was 11.4% more than the \$3,135,666 estimate. Because Cook County continues to delay the delivery of distribution statements that complement deposits, ATA Group cannot completely determine what receipts are prior year versus current year.

Library Services, Personnel, Facilities, and Other accounts performed as expected through the first quarter. Overhead expenditures reporting was 19.6% over Year To Date (YTD) since the library's annual Property & Casualty Insurance premium payments are reported on a cash basis in lieu of accrual.

The Special Reserve Fund (SRF) received the \$250,000 transfer amount determined by the Board-approved Ordinance.

e. Marketing:

There was no report.

f. Plan Commission:

In addition to the March 25 business items listed (BP page 34), Trustee Pope reported that he confirmed that the Plan Commission's February 25 Meeting Minutes only referred to recommendations, not conditions, for the approval of the Exterior Appearance Review.

g. Planning:

There was no report.

h. Policy & Bylaws:

There was no report.

- i. Sustainability Task Force (STF):  
Along with the events listed in the March 24 meeting agenda (BP page 35), Trustee Lin confirmed May 9 as the date for the 2026 Donate and Recycle Day. She reported on a Memorandum Of Understanding (MOU) between the Village and the Park District establishing a shredding bin in the Takiff Center. The bin creates bales of shredded paper which are compatible with recycling processing.

Trustee Krafcisin noted the postponement of further Sustainability Action Plan (SAP) meetings until the summer as the Village appoints a new representative to be the liaison to the committee.

- j. Technology:  
Trustee Weiss-Ham referred the Board to the Technology Committee report (BP page 36).

#### **10)REPORT OF THE EXECUTIVE DIRECTOR:**

Director Kim provided the following updates since the March RBM:

- RAILS announced its support of the Illinois Library Association's advocacy for HB 5236, the Digital Library Protection Act.
- The Director thanked Administrative Professional Jeff D'Anastasio for being the lead during the audit fieldwork for the annual financial report. The final report will be presented at the June RBM.
- Hope Kramer has hired new Acquisitions and Receiving Professional Justin Davis. He began on April 6.
- Congratulations to staff with work anniversaries in March: Head of Circulation Danny Burdett—27 years; Grace Hayek—12 years; Director Kim—10 years; Youth Program Coordinator Michelle Litchman—7 years.
- The four staff members who attended the Public Library Association (PLA) Conference will share their reports next month.

President Parfitt discussed the YTD decline in Adult Program Participation with Grace Hayek (BP page 42).

#### **11)NEW BUSINESS:**

- a. Consideration to approve the purchase of a Microform Reader

Head of Adult Services Dale Heath presented a proposal to purchase a new microform reader. The cost for the new reader is \$6,950, and the PC hardware needed is approximately \$1,750, for a total of \$8,700 This purchase is a scheduled expense item that was part of the levy and Operating Budget presentations last fall. **A MOTION** was made by Trustee Pope, and seconded by Trustee Weiss-Ham **TO APPROVE THE PURCHASE OF A MICROFORM READER AS PRESENTED.**

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

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

**12)CLOSED SESSION:**

There was no Closed Session.

**13)ADJOURNMENT:**

President Parfitt adjourned the meeting at 7:54 p.m.

Respectfully submitted by Jeff D'Anastasio