

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MAY 20, 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, George Krafcisin, Roger Parfitt, and Michael Pope. Present were library management team members Danny Burdett, 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. Trustee Linda Lin arrived at 7:25 p.m. Absent: Bob Kimble and Nan Weiss-Ham.

3) ADDITIONS TO THE AGENDA:

The **12) NEW BUSINESS b.** Agenda item was removed and postponed to the June Regular Board Meeting (RBM).

4) CONSENT AGENDA:

- a. Approval of April 15, 2026, RBM minutes

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer **TO APPROVE APRIL 15, 2026, RBM MINUTES AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Parfitt, Pope

Nays: None

Absent: Kimble, Lin, Weiss-Ham

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends are preparing for their October sale. They have leftover empty Home Depot boxes available to any interested staff.

8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Library Foundation Vice President Kathy Doyle reported that the Foundation held \$443,000, with just under \$1.9 million pledged. Work continued to write customized

letters to remind pledgers and to thank donors as needed. Future events included a Glencoe jewelry store's contribution of 10% of proceeds to the Foundation on May 28-31; the return of Lemon-Aid Stand Day, with six anticipated locations, to be scheduled before the start of the school year; a potential screening of the documentary *The Librarians* during Banned Books Week in the Fall.

9) BUILDING RENOVATION UPDATE PRESENTATION FROM ERIN CABONARGI, URBAN-RESOLVE:

Throughout the update, Ms. Cabonargi referred to the "Detailed Project Budget, Sources & Uses" Table, which tracks known and projected costs for the building renovation project, with ongoing budget reconciliation (BP pages 13-16). Reference was also made to the American Institute of Architects (AIA) Document B103 (2017) Standard Form of Agreement Between Owner and Architect for a Complex Project, hereafter referred to as the Contract (BP pages 62-113).

The presentation was organized to address Planning, Pre-Development and Development phases. She summarized the following steps, which had already been conducted, including the vendors utilized, and their respective results: a. Survey, b. Interior Environmental, c. Exterior Environmental, d. Geotechnical Soil Borings, and e. Laser Scanning.

Ms. Cabonargi next distinguished three contingencies in the Contract: contractor's, professional services, and project services (BP page 76-77).

The presentation concluded with a budget update as reflected in the Detailed Project Budget, Sources and Uses Table. A walkthrough of how to understand the reconciliation of the line items of the budget was provided.

Finally, an update on the Interagency Coordination between the Village and library for the bond issuance was shared. The Village will release the bond funding for the project as a two-phase sequencing process.

10) COMMITTEE REPORTS:

- a. Building & Grounds:
On Board Packet (BP) pages 17-18, Facilities Supervisor Juan Rodriguez summarized ongoing and anticipated maintenance and summer season preparations.
- b. Building Renovation Committee (BRC):
The report was included in **9) BUILDING RENOVATION UPDATE PRESENTATION FROM ERIN CABONARGI, URBAN-RESOLVE.**
- c. Capital Campaign:
The report was included in **8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION.**

- d. Finance:
President Parfitt referred to the Finance Committee report memo (BP page 19). Updated items were the Special Reserve Fund (SRF) balance, the continuing uncertainty from Cook County as to which year Property Tax Revenues are credited, and Year To Date (YTD) budgeted expenditures (33.3%) close to the actual amount (34%), with the exceptions of spending on Automated Resources (46.7%) and Video Games (40.6%).
- e. Marketing:
Head of Programs & Communications Grace Hayek provided an update on the library changing its virtual programming from Illinois Libraries Present to new provider the Library Speakers Consortium. Potential subscription tracks include Variety, Lifestyle and Nonfiction (BP page 31).
- f. Plan Commission:
The agenda for the April 22 meeting was provided (BP page 32).
- g. Planning:
There was no report.
- h. Policy & Bylaws:
There was no report.
- i. Sustainability Task Force (STF):
The STF met on April 28, and topics included International Compost Awareness Week and Green Bay Trail Day preparation (agenda on BP page 34). Trustee Lin added that buckets for battery recycling were temporarily available in Village Hall. Trustee Krafcisin added that the Sustainability Action Plan (SAP) committee had a new Village coordinator Jen Maddux. The Village intends to present its plan to incorporate SAP goals, steps, and actions into its Annual Budget at future meetings.
- j. Technology:
The Technology Committee Report (BP page 25) included topics such as a draft of an AI policy for the Library by Technology Librarian Matthew Byrd, and Network and Digital Services Librarian Justin Franklin's work to replace the Wi-Fi access points and to repair one of the 3D printers. He has also made changes to the public PCs and firewall for the introduction of the new Bibliocore public access catalog.

11)REPORT OF THE EXECUTIVE DIRECTOR:

The following are some items from Director Kim's report:

The Cooperative Computer Service (CCS) Consortium's new online catalog discovery layer, Bibliocore, started its public preview phase on April 20. The library will launch its public preview on June 1. Head of Adult Services Dale Heath is the project lead and is working through configuration issues and concerns with CCS and library staff.

Three staff members had their work anniversaries in April:

- April 4 – Linda Patchett, Children’s Services Librarian – 10 years
- April 5 – Mildred Shepherd, Circulation Services Shelver – 19 years
- April 6 – Robina Button, Children’s Services Substitute – 11 years

Summer 2026 has many scheduled events that the library will participate in. Along with staff, Trustees have been invited to join in the participation to continue raising awareness of the planned library renovation (list of Events & Programs on BP page 37).

Adult Services Librarian Haley Kedzierski and Children’s Services Professional Carly Merdinger relaunched the library’s TikTok account with remarkable success. The Adult Services Team monitored and logged patrons viewing some of the renderings for one month beginning on March 20–April 20. Dale Heath’s report is on BP pages 39-40.

Lastly, staff who attended the Public Library Association (PLA) Conference last month shared their summaries (BP pages 46-60). The Director thanked the Board for their continued support of staff Continuing Education opportunities. The Trustees expressed their enjoyment in reading the conference summaries.

12)NEW BUSINESS:

- a. Consideration to accept the Proposal for Library Renovation Design and Engineering Services from SOM.
On behalf of the BRC, the proposal for design and engineering services from SOM was presented for Board acceptance. Both the proposal and B103 document have been reviewed and approved by Urban-Resolve and by the library’s special counsel for the renovation project for acceptance.

A MOTION was made by President Parfitt, and seconded by Trustee Pope **TO APPROVE THE PROPOSAL FOR LIBRARY RENOVATION DESIGN AND ENGINEERING SERVICES FROM SOM AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** roll call vote of those present.
Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope
Nays: None
Absent: Kimble, Weiss-Ham

13)CLOSED SESSION:

There was no Closed Session.

14)ADJOURNMENT:

President Parfitt adjourned the meeting at 9:09 p.m.

Respectfully submitted by Jeff D’Anastasio