

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JULY 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 7:02 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Grace Hayek, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick, and library staff member Jeff D’Anastasio. Guests Derke Price and Erin Monforti of Ancel Glink were also present. Absent: Linda Lin.

3) ADDITIONS TO THE AGENDA:

There were no Additions to the Agenda.

4) CONSENT AGENDA:

- a. Approval of the June 17, 2026, Regular Board Meeting (RBM) minutes

Trustee Fiffer requested that the first sentence of 12) NEW BUSINESS Item a. (after ii.) be reworded to state “Trustee Fiffer raised procedural and substantive concerns” (Board Packet [BP] page 7).

A MOTION was made by Trustee Kimble, and seconded by Trustee Weiss-Ham **TO APPROVE THE JUNE 17, 2026, RBM MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Lin

- b. Approval to close the library building and suspend services for Staff Development Day

Staff Development Day is scheduled for Friday, September 25, 2026. The management team proposes that the building remain closed to the public and services suspended until 1:00 p.m.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Kimble **TO APPROVE THE CLOSURE OF THE LIBRARY BUILDING AND SUSPENSION OF SERVICES FOR STAFF DEVELOPMENT DAY AS PRESENTED.**

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

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

Nays: None

Absent: Lin

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

In "Complaints/Constructive Criticism," Head of Circulation Danny Burdett assured the Trustees that a copy of *Yesteryear* was obtained for the patron later that same day (BP page 10).

7) INTRODUCTION OF DERKE PRICE AND ERIN MONFORTI OF ANCEL GLINK:

The Director and the Building Renovation Committee (BRC) engaged Ancel Glink in September 2025 as special counsel for the renovation. They were impressed by the clear and sound counsel of Derke Price and his colleagues. President Parfitt authorized retaining Ancel Glink as the library's legal counsel moving forward. Derke Price and Erin Monforti introduced themselves to the Board and shared their background and experiences of working with libraries and public sector projects.

8) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that she and other members of the Friends joined in representing the library in the Glencoe July 4 Parade. The Friends continue to process materials for their October sale.

9) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

There was no report.

10) COMMITTEE REPORTS:

a. Building & Grounds:

The Memo from Facilities Supervisor Juan Rodriguez detailed July's completed and upcoming maintenance activities (BP pages 11-12).

b. BRC:

The report provided updates regarding two matters: the quest for a temporary location and progress with the Request For Proposal (RFP) for Construction Manager Services and Opinion of Probable Cost (BP pages 13-16).

A temporary location has not been identified. Significant factors include a lack of large and available commercial or retail space in Glencoe, paired with the general preference of wanting to stay in Glencoe; the prohibitive cost of the limited

spaces currently available; and the “Tenant” option is less than ideal due to restrictions and limitations.

The BRC and Owner’s Representative Erin Cabonargi of Urban-Resolve have visited sites that will be kept in mind if no greater option presents itself. A list of six potential sites is included in the Board Packet (BP pages 13-16). None of these are guaranteed, and further discussion and negotiation are required if we choose to move forward.

Head of Programs & Communications Grace Hayek and the Director met with the leadership of Glencoe Union Church on July 15 to determine if using their spaces for programming could work. The site was promising and Director Kim and Grace Hayke will present more information about the library’s potential use of space at the August 18 Glencoe Union Church Board meeting.

The library received eight responses from the RFP for Construction Manager Services. Of the eight, four were shortlisted by Erin Cabonargi, Skidmore, Owings & Merrill (SOM), the BRC, and the Director.

- c. Finance:
Trustee Kimble reported that Cook County is still unable to provide Property Tax distribution reports. In June, the library received \$95,000 in Property Taxes. He also referred the Board to a summary of Operating Expenditures for June (BP page 17).
- d. Marketing:
There was no report.
- e. Plan Commission:
The agenda for the June 24 meeting was provided on BP page 30.
- f. Planning:
There was no report.
- g. Policy & Bylaws:
There was no report.
- h. Sustainability Task Force (STF):
Trustee Krafcsin summarized the July 7 Sustainability Action Plan (SAP) meeting, where work continued refining a proposed list 35-40 action items for Village Staff to present to the Village Board for approval.
- i. Technology:
Trustee Weiss-Ham referred the Board to the Technology Committee Report (BP page 32).

11)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared the following updates since the June RBM:

Two staff members had June work anniversaries: Children's Shelver Alex Towers (five years) and Circulation Associate Kimberly Wargin (fifteen years).

The library welcomed summer intern Michael Baumann. He will work primarily in Technical Services, and secondarily in Administration, for six weeks.

Thank you to President Parfitt and Trustee Fiffer for working at the Sidewalk Sale, and to Trustee Krafcisin and Trustee Weiss-Ham for attending the first Glencoe Al Fresco event.

And thank you to all the Trustees, staff, and Friends for walking this year's Independence Day Parade. The Board Packet includes a photo of the group with State Representative Tracy Katz Muhl (BP page 34).

Summaries from librarians attending the American Library Association (ALA) Conference were included (BP pages 40-50). The accounts were from Head of Technical Services Hope Kramer, Children's Librarian Linda Patchett, and Adult Services Librarian Jake Rogers.

Next month's RBM includes scheduled reviews of the Gift and Fundraising Policy, Social Media and Video-Conferencing Policy, and the Capitalization of Assets Policy.

Children's Services and Public Operations Manager Ann Finstad presented highlights from the Annual Staff Survey.

12)NEW BUSINESS:

There were no New Business items.

13)CLOSED SESSION:

A MOTION was made by Trustee Kimble, and seconded by President Parfitt **TO ENTER INTO CLOSED SESSION 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, Parfitt, Pope, Weiss-Ham

Nays: None

Absent: Lin

The Board left the Open Meeting at 8:11 p.m.

14)CALL TO ORDER:

President Parfitt called the open session back into order at 8:18 p.m.

15)ROLL CALL:

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

16)BUSINESS:

- a. Approval of draft minutes from January 21, 2026, closed session

The Board approved the minutes the January 21, 2026, closed session, and to make them available to the public.

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

Nays: None

17)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:21 p.m.

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