REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 16, 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, Roger Parfitt, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Dale Heath, and Andrew Kim, Executive Director. Also present were Library Foundation Vice President Kathy Doyle and Friends President Marti Wick. Absent: Linda Lin and Michael Pope.

3) ADDITIONS TO THE AGENDA:
There were no additions to the agenda.

Trustee Lin arrived at 7:03 p.m.

4) CONSENT AGENDA:
   a. Approval of August 19, 2026, Regular Board Meeting (RBM) minutes
   Director Kim noted a typo under Item a. in Consent Agenda. The date is July 15, not July 19.

   A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer TO APPROVE AUGUST 19, 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 Gift and Fundraising Policy revision
   Director Kim distributed an updated revision that included additional edits. Trustee Fiffer and Director Kim then provided an overview of the policy revision.

   A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin TO APPROVE THE GIFT AND FUNDRAISING POLICY REVISION AS PRESENTED.

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

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

c. Approval of the Naming and Recognition Policy and Gift Agreement revisions
Trustee Fiffer and Director Kim explained that revisions to the Policy are mostly editorial to improve its clarity, and responded to questions from Trustees.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin **TO APPROVE THE NAMING AND RECOGNITION POLICY AND GIFT AGREEMENT REVISIONS AS PRESENTED.**

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

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

d. Approval of the Hamil Conference Room Policy revision
Director Kim shared that the management team requests eliminating the application and waiver requirement due to difficulties and unnecessities of retaining and organizing the documents. These are collected and documented electronically when the Room is reserved online. Director Kim also replied to questions from the Trustees.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin **TO APPROVE THE HAMIL CONFERENCE ROOM POLICY REVISION AS PRESENTED.**

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

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

e. Approval of the Unattended Property/Lost and Found Policy revision
Trustee Fiffer and Director Kim explained the key changes in the revision.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Weiss-Ham **TO APPROVE THE UNATTENDED PROPERTY/LOST AND FOUND POLICY REVISION AS PRESENTED.**

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:**
Trustee Lin requested that any feedback regarding the renovation includes any action taken by staff.

7) **REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:**
Friends President Wick reported that the Friends donated $8,155 to the library at its most recent board meeting. The Friends also approved a reallocation request of $885. President Wick shared that the Friends are preparing for their fall book sale which will be their last until the renovation project is completed. The Friends will be unable to donate the level of funding since their revenues will be affected due to the renovation.

8) **REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:**
Vice President Doyle reported the Foundation's financials and shared that the Foundation Board is open to revising their monthly reports to the Library Board upon their instruction. Vice President Doyle also shared the results of the most recent Hudson Grace shopping day, Lemon-Aid Stand Day, and lessons learned from the events.

9) **COMMITTEE REPORTS:**
   a. Building & Grounds:
   Along with his overview report, Director Kim thanked Facilities Supervisor Juan Rodriguez and Facilities Associate Damian Castro for their time working with Skidmore, Owings & Merrill and subcontractors during exploratory work.

   b. Building Renovation:
   Director Kim reviewed the Committee's report that summarized both Schematic Design and Pre-Construction meetings. The Committee and Director Kim also responded to questions from Trustees. One suggestion from the Library Board was to include time in future meetings for Trustees to further discuss the renovation as some Trustees feel less informed and aware of work being done.

c. Finance:
Trustee Kimble provided a report of August financials. Some time was spent discussing the second installment of property taxes and the ongoing lack of reporting by Cook County.

d. Marketing:
Director Kim shared his personnel plan for the Programs & Communications Department. The library will move forward with hiring an Adult Programming Coordinator. The position is akin to the current Children's Programming Coordinator position which is primarily responsible for the Children's Department's program slate but also includes desk coverage and other librarian responsibilities. Director Kim will look to hire a Department Head by the end of March 2027.

e. Plan Commission:
In Trustee Pope's absence, Director Kim stated that the Plan Commission's agenda from its August 26, 2026, meeting was included in the report memo.

f. Planning:
There was no report.

g. Policy & Bylaws:
There was no report.

h. Sustainability Task Force:
Trustee Lin provided a summary of the Sustainability Task Force's (STF) meeting on August 25, 2026. Some business items highlighted in her summary included the 10th anniversary commemoration planning, the Village's contract with Lake Shore Recycling that expires soon, and STF's stargazing event on November 5.

i. Technology:
Trustee Weiss-Ham reviewed the Technology Committee report included in the meeting packet.

10)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared highlights from his report. He announced that the library has hired Maggie Kutsunis as the next Head of Children's Services, and Diana Hakenen as a Circulation Associate. Director Kim also shared that the event with Scott Turow "sold out" in less than 24 hours.

Trustee Lin suggested some adjustments to how the library tracks usage of the Hammond Room. Director Kim said he would bring Ann in for this discussion.

11)NEW BUSINESS:

a. Consideration to Adopt Ordinance 2026-09-16 – Ordinance Transferring Funds to the Special Reserve Fund
Director Kim stated that after the Board approved transferring $250,000 to the Special Reserve Fund in March, there was a desire to transfer an additional $150,000 in September.

At its meeting on September 15, the Finance Committee was comfortable with the proposed transfer amount of $150,000.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Kimble TO ADOPT ORDINANCE 2026-09-16 – ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND ALLOWING THE TRANSFER OF $150,000 TO THE SPECIAL RESERVE FUND.

The MOTION PASSED BY UNANIMOUS roll call vote by those present.

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

12)CLOSED SESSION:

There was no closed session.

13)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:23 p.m.

Respectfully submitted by Andrew Kim