REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 21, 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 7:01 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, Dale Heath, Maggie Kutsunis, Ann Finstad, Deputy Director, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick and library staff member Jeff D'Anastasio.

3) NEW BUSINESS:
a. Consideration to approve the Property Tax Levy Request
Director Kim presented an overview of how the Property Tax Levy will affect the 2027 budget estimates. The estimated total Property Tax Levy to be received by the library in 2027 is $3,566,383. That is an increase of 6.7%, $223,457 more than the current year (Board Packet [BP] page 4).

Property Taxes make up 97% of Total Revenues estimated for next year. The remaining 3% consists of seven additional revenue accounts. A table in the bottom third of BP page 4 shows the 2027 estimates in comparison to current year budgets.

Director Kim explained the anticipated adjustments to five areas of Expenditures:

Trustee Fiffer asked if, besides the Head of Marketing & Communications, further Personnel additions were anticipated. Director Kim said a full-time Adult Programming Coordinator position had already been posted. Trustee Fiffer also asked how a partial vs. total closure would affect the Personnel (and other) budget lines, assuming the available work hours for hourly staff will depend on how the project is phased.

President Parfitt expressed his concern that more hiring made him uncomfortable due to the uncertainty ahead. He also requested that distinct construction expenditure funds be established, coordinated with the URBAN-ReSOLVE expense tracker, and separate from any Foundation accounts. Trustee Lin echoed this request, suggesting a second set of financials related solely to the project would be appreciated.

A MOTION was made by Trustee Kimble, and seconded by Trustee Krafcisin TO APPROVE THE PROPERTY TAX LEVY REQUEST AS PRESENTED.

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

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

b. Consideration to adopt a Board Resolution for Naming Rights to the Entry and Lobby Welcome Area
The Takiff Family Foundation has offered the library $250,000 to name the Entry and Lobby Welcome Area the Takiff Family Foyer, for a period of no less than thirty-six years or the useful life of the space. The $250,000 will be paid over five years, with the first payment of $50,000 due at groundbreaking.

Trustee Fiffer recommended that the five-year period be clearly designated in the "Payment" section of the agreement (BP page 18). Trustee Lin noted a typo, requesting that "less" be replaced with "more" at the end of the Resolution (BP page 16).

Truste Lin recused herself from the roll call vote.

A MOTION was made by Trustee Pope, and seconded by Trustee Weiss-Ham **TO APPROVE THE BOARD RESOLUTION FOR NAMING RIGHTS TO THE ENTRY AND LOBBY WELCOME AREA AS AMENDED.**

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

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

4) **RECESS:**
President Parfitt declared a recess of the meeting at 7:26 p.m.

5) **CALL TO ORDER:**
Vice President Fiffer called the meeting back into order at 7:29 p.m.

6) **ROLL CALL:**
The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Linda Lin, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Dale Heath, Maggie Kutsunis, Ann Finstad, Deputy Director, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick and library staff member Jeff D'Anastasio. Library Foundation Vice President Katy Doyle arrived at 7:35 p.m. Absent: President Parfitt.

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

8) CONSENT AGENDA:

a. Approval of the September 16, 2026, Regular Board Meeting (RBM) minutes

b. Approval of the 2027 RBM Meeting Schedule
Director Kim noted the April 2027 meeting will be held on Tuesday the 20th to avoid conflicting with the start of Passover on Wednesday the 21st.

A MOTION was made by Trustee Kimble, and seconded by Trustee Lin **TO APPROVE SEPTEMBER 16, 2026, RBM MINUTES AND THE 2027 RBM MEETING SCHEDULE AS PRESENTED.**

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

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

9) PUBLIC COMMENT:

There were no public comments.

10) COMMUNICATIONS:

Trustee Lin requested that moving forward, the staff member's response to patron comments be included in the "Renovation Feedback" section (BP page 29).

11) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick was pleased to share that the final pre-renovation Friends Book Sale on October 2—5 raised a record $11,100! Many patrons shared their "heartwarming" appreciation for the sales. President Wick thanked library staff for their assistance with sale setup and operations, including the Facilities team (signage, cleaning, book bins); Technical Services (storage); Network & Digital Services (iPad); and Circulation Services (directing customers, answering questions). Appreciation was also expressed for the online advertising and promotion efforts of Program & Communications Coordinator Natalie Brottman and Adult Services Librarian Haley Kedzierksi.

12) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Vice President Doyle updated the Trustees on the Foundation's current accounts and holdings. A fundraising appeal letter will be included in the Winter issue of *Excerpts* (forthcoming in November). The next Foundation Newsletter will be out by mid-December. She concluded her report mentioning the need to hire another Board member for the Foundation, and interviews with prospective candidates were continuing.

13) COMMITTEE REPORTS:

a. Building & Grounds:
The Memo from Facilities Supervisor Juan Rodriguez listed seasonal preparations planned for October (BP pages 30-31).

b. Building Renovation Committee (BRC):
The BRC report summarized the Schematic Design (SD) phase of pre-construction, with highlights of and accompanying diagrams for meetings held on September 17, September 24, October 1, and October 8 (BP pages 32-37).

The management team provided great feedback for the SD project team on September 17 (BP pages 32-34). On October 1, the meeting focused on the Exterior, specifically site paths and utilities and further discussions about planning interior staff spaces (BP pages 34-36).

In the September 24 pre-construction meeting, the main topic was relocating the electrical transformer since it currently sits where the Large Program & Community Room will be built. The project team is determining if the transformer can be moved to the current exterior northwest corner. Other topics included water service, and finalizing recent fieldwork.

Trustee Lin expressed concern about a meeting room for staff being included in the Administration Workroom rendering (BP page 36). Deputy Director Finstad explained that the proposed meeting room is not "new" space but utilizes the previous expanded Staff Breakroom area.

Vice President Fiffer and Director Kim explained the "mile marker" step of the SD phase, and the Schematic Design Issuance flipbook, which will allow for bids for services from subcontractors.

Trustee Krafcisin asked about a pause in the library's negotiations with Union Church to use its space for programming during the renovation. The Director explained that with the start of construction now anticipated for September 2027, the timeline for both parties to formalize the agreement had extended.

c. Finance:
Trustee Kimble presented the Finance Committee report (BP page 38). The library received $66,812 in Property Tax revenue in September. He noted that most expenditures were in line with or below the Year To Date (YTD) expense rate of 75% for the month. And he acknowledged the Friends' generosity in allocating $8,155 to library programs on September 10.

d. Marketing:
The Marketing Committee report provided details of efforts by Deputy Director Ann Finstad and Natalie Brottman to align the design of the weekly e-Newsletter to *Excerpts* (BP pages 51-52).

e. Plan Commission:
The Agenda of the September 23 meeting was included on BP page 53. Trustee Pope reported that the Commission had a new Chairperson, Scott Novack.

f. Planning:
There was no report.

g. Policy & Bylaws:
The 2027 Policy Review Schedule was provided (BP page 54).

h. Sustainability Task Force (STF):
The report listed the topics covered in the September 22 STF meeting. Trustee Lin highlighted the curbside Buckthorn collection and added that the Solid Waste Agency of Northern Cook County (SWANCC) program to help residents evaluate their recycling efforts would take place this fall.

i. Technology:
Trustee Weiss-Ham referred the Board to the Technology Committee Report (BP page 56).

14)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim reported on library news and events since the September RBM:

The Director introduced Maggie Kutsunis, the new Head of Children's Services. who started on October 14. Maggie most recently worked at the Waukegan Public Library as their Youth & Teen Services Manager.

Welcome to Nuvia Morales, Technical Services Processing Assistant. Her first day was October 15.

Staff Development Day was held as a half-day on September 25 and included a tour of the program spaces at Union Church.

The Scott Turow event on September 23 was a remarkable success! The Johnson Room was a full house with 75 attendees. Many thanks to Trustee Pope for organizing and moderating the event.

The Cooperative Computer Services (CCS) migration of the Rolling Meadows Library and Wauconda Area Library to the CCS catalog was complete on October 19.

15)CLOSED SESSION:

There was no Closed Session.

16)ADJOURNMENT:

Vice President Fiffer adjourned the meeting at 8:22 p.m.

Respectfully submitted by Jeff D'Anastasio