

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JUNE 19, 2024 – 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 7:05 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Beth Schencker and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present were Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Guest Joseph Laudont from Lauterbach & Amen was also present. Absent: Michael Pope.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

a. Approval of the May 15, 2024, Regular Board Meeting (RBM) minutes

b. Approval of the Interlibrary Loan Policy revision

Given the library’s participation in the Find More Illinois—which adds a new layer of discovery for patrons searching for interlibrary loan materials—the policy review was timely. Head of Circulation Services Danny Burdett led the revision and worked with Trustee Fiffer.

Trustees recommended further edits which Trustee Fiffer agreed would improve the policy.

c. Approval of the Public Display and Exhibit Policy revision

The policy was reviewed by the management team and Trustee Fiffer. There were no new nor significant changes, but the wording of usage guidelines was clarified.

On BP page 17, Trustee Krafcisin recommended moving the second sentence of B. into its own part C., and re-lettering the remaining sections accordingly (C. to F. became D. to G.).

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Lin, **TO APPROVE THE MAY 15, 2024, RBM MINUTES AS PRESENTED, AND TO APPROVE**

**THE INTERLIBRARY LOAN AND THE PUBLIC DISPLAY AND EXHIBIT POLICY REVISIONS AS AMENDED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Schencker, Weiss-Ham

Nays: None

Absent: Pope

**5) PUBLIC COMMENT:**

There was no public comment.

**6) COMMUNICATIONS:**

There were no comments regarding Communications.

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

At their May 20 Board Meeting, the Friends announced their support of \$10,362.55 for upcoming library programming. The Friends have given a total of \$43,853 to the library in the past year. President Wick also reported that with the help of Network & Digital Services Librarian Justin Franklin, an option to donate to the Friends with PayPal has been established. Finally, the next book sale is planned for mid-September.

**8) PRESENTATION OF THE FISCAL YEAR 2023 LIBRARY ANNUAL FINANCIAL REPORT BY LAUTERBACH & AMEN:**

Audit Manager Joseph Laudont of Lauterbach & Amen highlighted the Fiscal Year 2023 Library Annual Financial Report (AFR). He referred to the Independent Auditor's Report (page 1 of the AFR binder) and noted that the audit of the library's financial statements received an unmodified opinion, which is the highest level possible. He pointed out the Management's Discussion and Analysis section (binder pages 4-11), which included the "Financial Highlights" for 2023 (binder page 5). A decrease in Net Pension Liability was another detail Mr. Laudont noted (binder page 33). A separate Management Letter of comments and recommendations explained that for 2023 the library was not subject to the new Governmental Accounting Standards Board (GASB) Nos. 94 and 96.

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Lin, **TO ACCEPT THE FISCAL YEAR 2023 LIBRARY ANNUAL FINANCIAL REPORT AS PRESENTED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Schencker, Weiss-Ham

Nays: None

Absent: Pope

**9) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

- b. Finance:  
The May Finance Committee report was summarized by a memo on BP page 21. Highlights included receipt of \$32,804 in Property tax revenues, which brought the revenue line to 48.3% Year To Date (YTD). Overall, Total Revenues through the end of May were at 44.4% YTD. There were three pay periods in May, resulting in Salaries & Wages reaching 40.7% YTD.
- c. Marketing:  
There was no report.
- d. Plan Commission:  
There was no report.
- e. Planning:  
Director Kim reported that the master space planning kickoff meeting was held on June 7 with President Parfitt, Trustee Krafcisin, and himself in attendance. Managing Partner Adam Semel, and architects Ian Kaminski-Coughlin and Jason Fisher were in attendance for Skidmore, Owings & Merrill (SOM). After discussing the Request For Qualifications (RFQ) priorities and touring the building, SOM requested scheduling “deep dive” meetings with staff.

Director Kim elected to schedule four meetings between June 12 and 13, breaking them down to one morning and one afternoon session each day (BP page 30). Mr. Kaminski-Coughlin and Mr. Fischer reported that the meetings were very productive, and staff feedback was positive. Overall, 31 of 39 regularly scheduled staff members attended one of the meetings. The impressive turnout was a credit to the management team.

Programs & Communications will issue a media release on June 20 announcing that the Library Board has hired SOM. A webpage dedicated to space planning will be launched at the same time.

The Building Renovation Committee plans to meet with SOM as early as June 21 to review findings and ideas from the deep dive meetings with staff.

Trustee Lin and Trustee Weiss-Ham requested copies of talking points and Frequently Asked Questions related to the media release announcement.

- f. Policy & Bylaws:  
There was no report.
- g. Sustainability Task Force (STF):  
Trustee Krafcisin said the STF received a presentation of the Village of Glencoe Comprehensive Plan Draft at their recent meeting.

h. Technology:

The Technology Committee report (BP page 31) relayed details on an IT inventory, the ScanEZ installation, and electronics recycling efforts.

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

Director Kim updated the Board about the following since the May RBM:

He thanked Trustees Krafcisin, Pope, and Weiss-Ham for representing the library at the Boards & Bites event on June 8. With the Ice Cream Social and the afternoon magic show in the Johnson Room, the library was a busy hub that afternoon.

He also thanked Trustees Krafcisin and Lin for being the first Village Independence Day Parade volunteers from the Board. June 27 is the deadline to indicate participation.

The library will have a table at the Chamber of Commerce's sidewalk sale on June 28-29. Staff will only be out there for half of the time due to make sure the service desks are appropriately covered.

The Mystery book group has been paused due to lack of interest.

Finally, he thanked Technical Services and Automation Operations Manager Becky Halcli, Facilities Supervisor Joe Faust, and the management team for their quick response to close the library due to the water service issue on June 3. The library was not informed of the water shutdown ahead of time by the Village. The library re-opened at 9:00 a.m. the following day.

**11)NEW BUSINESS:**

- a. Presentation of the annual employee engagement survey results  
Children's Services and Public Operations Manager Ann Finstad presented the Board with a summary of highlights from the May staff survey (BP pages 40-54). The focus of the 2024 survey was explained, and context provided for 2022 vs. 2024 response rates (BP page 39). A total of 37 employees responded, which was an impressive rate of over 90%. Director Kim thanked the Board for how their efforts were reflected in the overall positive feedback captured in the survey results.

**12)CLOSED SESSION:**

There was no Closed Session.

**13)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:10 p.m.

Respectfully submitted by Jeff D'Anastasio