

**Glenview Public Library Board of Trustees
Meeting Minutes
April 15, 2021**

PRESENT: Tom Blanchard Wendy Goldstein
(Board) M. David Johnson Stella Kalfas
Allan Ruter Carol Schmitt
Kathy Vega

PRESENT: Lindsey Dorfman, Library Director
(Staff) Teri Room, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Ruth Rosenblum, Glenview Resident
Winnie Clonts, Glenview Resident
Tara Call, League of Women Voters

1. ROLL CALL AND CALL TO ORDER

President Vega called the meeting to order at 6:32 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of March 18, 2021

MOTION Moved by Johnson, seconded by Ruter, to approve the Minutes of the March 18, 2021 Board Meeting.

Voice vote taken. All ayes. No nays. Motion carried.

3. PUBLIC COMMENTS

None at this time.

4. FOUNDATION UPDATE – Jackie Lutz

Foundation President Jackie Lutz was unable to attend the meeting and in her place, Trustee Ruter reported on the Foundation’s latest activities. The Foundation received three grant requests and approved all three for a total of \$10,300. The Foundation

also agreed to donate \$7,000 to the Library's Community Reads Program scheduled for this fall.

5. APPROVAL OF APRIL 15, 2021 WARRANTS

Trustee Blanchard reviewed the Warrants for April 15, 2021 and found them to be in order. He itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Blanchard, seconded by Johnson, to approve the Warrants for April 15, 2021 in the amount of \$182,823.94.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

6. EXAMINATIONS OF FINANCIAL REPORTS AND STATISTICS

Library Director Dorfman reviewed the Financial Reports and Statistics through February 2021. Total revenue is tracking close to prior year. Total expenditures are tracking slightly less than prior year. Books and materials are less than last year. Staff are placing orders, but the orders are taking longer to fulfill.

The Cash Flow Report was reviewed. The Operating Fund Balance is well funded at this time. The Trustees discussed the balance of the Operating Fund and what would be an appropriate balance moving forward. The topic will be reviewed as the 2022 Budget is prepared.

7. PRESIDENT'S REPORT

President Vega welcomed Teri Room as the new Assistant Director. She also extended a welcome to Winnie Clonts and Ruth Rosenblum, both newly elected Glenview Public Library Board of Trustees. Clonts and Rosenblum will be sworn in at the May 20th Board Meeting.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

MOTION Moved by Johnson, seconded by Schmitt, to accept the Staff Reports and Statistics as presented.

Voice vote taken. All ayes. No nays. Motion carried.

9. COMMITTEE REPORTS
a. Policy Committee

Committee Chair Goldstein presented Section 1 of the Bylaws & Policies Manual. The Bylaws & Policies Committee recommended approval of the following policies: Citizens Meeting Participation Policy; Closed Meeting Session Minutes Review Policy; Conflict of Interest Policy; Electronic Attendance at Meetings Policy; Filling Library Board Vacancies Policy; iPad Usage Policy; and the Standing Committees of the Board Policy. The Trustees reviewed each policy and several edits were made.

MOTION Moved from Committee to approve the policies included in Section 1 – Library Board of Trustees Policies of the Glenview Public Library Bylaws & Policies Manual, as amended.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

a. Quarterly Implementation Plan

Library Director Dorfman presented the 2021 Quarterly Implementation Plan progress report and mentioned that the Department Heads have indicated the progress made on Strategic Plan Initiatives through March in red. The progress report will be updated and presented on a quarterly basis.

12. OTHER

The deadline to submit the 2020 Statement of Economic Interest to the Cook County Clerk's Office is April 30th. Business Manager Klimusko asked the Trustees to forward a copy of their submission confirmation to her.

13. ANNOUNCEMENTS

None at this time.

MOTION Moved by Johnson, seconded to Schmitt, move to Executive Session per Section 2(c)21 of the Open Meetings Act - Executive Session Meeting Minutes Review and Per Section 2(c)(1) of the Open Meetings Act - Personnel.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 7:15 p.m.

14. EXECUTIVE SESSION

- a. Per Section 2(c)(21) of the Open Meetings Act – Executive Session Meeting Minutes Review
- b. Per Section 2(c)1 of the Open Meetings Act - Personnel

The meeting returned to Open Session at 7:24 p.m.

MOTION Moved by Goldstein, seconded by Johnson, to approve the Minutes for Executive Session Meetings as presented:

June 18, 2020 – Do Not Release; July 16, 2020 – Do Not Release; August 13, 2020 - Do Not Release; September 17, 2020 – Do Not Release; November 12, 2020 – Do Not Release; and December 10, 2020 – Do Not Release.

Roll call vote taken. Blanchard, Goldstein, Johnson, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

15. ADJOURNMENT

There being no additional business to be brought before the Board, President Vega requested a motion to adjourn.

MOTION Moved by Kalfas, seconded by Schmitt, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

**Tom Blanchard, Secretary
Glenview Public Library Board of Trustees**