

**Glenview Public Library Board of Trustees
Bylaws & Policies Committee Meeting Minutes
April 22, 2021**

PRESENT: Wendy Goldstein M. David Johnson
(Board) Carol Schmitt

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

1. CALL TO ORDER AND ROLL CALL

Committee Chair Goldstein called the meeting to order at 4:00 p.m. and the roll was called.

2. UNFINISHED BUSINESS

None at this time.

3. NEW BUSINESS

a. Study Room Policy

The Study Room Policy included in the packet was written by Head of Reference Jean Sanders and Head of Youth Services Barbara Littlefield. The Department Heads have reviewed the policy and provided their feedback. Glenview residents will have first priority when reserving a study room. The Study Room Policy and reservation instructions will be posted on the library's website. Trustee Schmitt asked about paid tutors using the Lobby Area to meet with students. It was agreed that the tutor or the parent of the student should be a Glenview resident and will be required to reserve the Study Room.

Schmitt asked if the library would be able to offer the larger study room for groups up to 10 people. Library Director Dorfman will follow up with Facilities Manager Mark Depa to see if the Library is able to accommodate groups larger than 6 and amend the policy based on the conversation with Depa. The online reservation software should be available by the time the Board approves the policy at the May

21st Board meeting. The Committee will recommend approval of the Study Room Policy at the May board meeting.

- b. Section 2 Policy Manual
 - i. Review Process

Library Director Dorfman presented the list of policies from the Policy Manual that need to be reviewed and/or revised. Chair Goldstein would like to combine Changes Orders Policy, the Purchase Contract Policy and Purchase Contract Policy with the Spending Policy.

Library Director Dorfman added the Capital Asset Policy. Dorfman explained that the auditors that conducted the Library's Financial Procedures Review this winter suggested the Library have a Capital Assets Policy in place.

Library Director Dorfman will add the Gift Ban Policy to the Conflict of Interest Policy or to the Ethics Policy.

The Committee finalized the Section 2 of the Policy Manual. Dorfman will remove the warrants review procedure as it is included in the Bylaws.

- ii. Discuss Operating Fund Cash Reserve Balance Policy

Library Director Dorfman reformatted the Operating Fund Cash Reserve Balance Policy and added a purpose statement. Dorfman mentioned she would like the Library to have a more conservative operating fund balance policy and suggested changing it to 25%-30% of total expenditures. Trustee Johnson provided a brief history regarding the Operating Fund Balance. Johnson suggested the Library move cautiously when considering a change to the Operating Fund Cash Reserve Balance Policy. Chair Goldstein thought that the Library should leave the fund balance policy as is this year, and address next year.

Library Director Dorfman will eliminate comments when presenting the policies to the Board.

- iii. Discuss New Property and Annexed Property Tax Policy

Library Director Dorfman prepared the New Property and Annexed Property Tax Policy in the new policy format and asked the Trustees for their help in preparing the purpose statement. The trustees discussed the policy and were not sure if the Library

needs a policy regarding the EAV. Dorfman will contact Village Finance Director Maggie Bosley to see if there is a continued need for this policy and will report back to the group next month.

4. OTHER

None

5. PUBLIC COMMENT

None

6. ADJOURNMENT

There being no additional business to be brought before the Bylaws and Policy Committee, Chair Goldstein requested a motion to adjourn.

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

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

The meeting adjourned at 4:42 p.m.

Respectfully submitted,

Wendy Goldstein, Chair
Bylaws & Policies Committee
Glenview Public Library Board of Trustees