

GLENVIEW PUBLIC LIBRARY
Board of Trustees Meeting Minutes
August 19, 2021
Multipurpose Room
5:30 p.m.

PRESENT: Tom Blanchard Winnie Clonts M. David Johnson
(Board) Ruth Rosenblum Allan Ruter Carol Schmitt
Kathy Vega

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

GUESTS: Linda Burns, Head of Reader Services
Mark Depa, Facilities Manager
Hilary Gabel, Communications Director
Karen Kee, Head of Material Services
Barbara Littlefield, Head of Youth Services
Deanna Musurlian, Head of Innovation Services
Jean Sanders, Head of Reference
Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 5:30 pm and the roll was called.

President Ruter reordered the agenda at this time.

10. NEW BUSINESS

a. 2022 Budget Presentation

Library Director Lindsey Dorfman presented an overview the first draft of the FY 2022 Budget. Dorfman highlighted some of the cost savings efforts of the department heads and administration. A total of \$379,000 (or 4.05%) in expenses were eliminated. The majority of those cost savings were found in personnel, through attrition or eliminating open positions. As requested by the Board, contingencies have been removed from the 2022 Budget. Dorfman mentioned that the department heads have

been instructed to break out their department expenses to an expanded general ledger chart of accounts. This will better identify expenses. Dorfman also introduced several special projects for next year, which include an RFID system with new self-checkout stations, the development of a new website and catalog overlay, and snow removal equipment. She pointed out that the Board Packet includes budget narratives for revenue, personnel costs, and operating costs by department.

i. Revenue

Total revenue for FY 2022 should increase by approximately \$48,000 when compared to 2021. The majority of the increase will come from property tax, both new growth and EAV. The revenue figure for next year does not include any revenue from fines, as fines will be eliminated before year end 2021. Library Director Dorfman called attention to the anticipated decrease in investment revenue for 2022 due to lower interest rates.

ii. Personnel costs

Personnel costs for 2022 have been reduced through attrition and the elimination of unfilled open positions. These changes will result in lower salaries, FICA and an IMRF rate of 9.73% in 2022 vs. 11.76% in 2021.

iii. Department operating costs
a. Administration

The cost of the Library's general liability insurance in 2022 is expected to increase significantly. According to AJ Gallagher, this increase is due to a general increase in cyber liability claims, workplace harassment claims, and catastrophic loss claims because of weather and floods.

Included in the Administration Budget is the annual transfer to the Special Reserve. Currently, \$400,000 is in the budget for 2022. This figure may change based upon the new Special Reserve Analysis Report.

b. Adult Collections

Head of Adult Collections Linda Burns presented the Adult Collections Budget for 2022, which will include both Reader Services and many Reference Services as part of the reorganization of the two departments.

One area of impact on the Adult Collection's budget is Electronic Resources, which includes downloadable movies, music, and books. Electronic Resource usage skyrocketed during the pandemic and remains strong.

c. Communications

Director of Communications Hilary Gabel presented the Communications Department's 2022 budget. Printing and publishing are the major expenses line items in the department's budget, and Gabel anticipates a small increase printing costs next year. An increase in postage was also included, as postal rates are expected to increase beginning September 2021. Library Programs have been transferred from the Communication Department's budget and assigned to the Community Engagement Department or Adult Collections Department.

d. Community Engagement

Under the library's restructuring plan, The Community Engagement Department will no longer be responsible for materials or collections. Department Head, Jean Sanders, explained that those budgeted line items have been moved to the Adult Collections 2022 Budget.

The programming budget for the coming year is \$29,000. The Community Engagement Department will be responsible for GlenViewings, cultural engagement programs, genealogy, and informational programs.

e. Facilities

Facilities Manager Mark Depa presented the 2022 facilities budget. He highlighted the larger expense account for Building Maintenance. The search for a new janitorial contractor was put on hold in 2021 and is now included in the 2022 budget. Also postponed was the library wide carpet cleaning, due to reduced foot traffic due to COVID in 2021. The carpet cleaning expense has been included in the 2022 budget. Utilities expenses are anticipated to increase due to a Nicor gas increase. Higher natural gas bills should begin in the remaining months of 2021.

f. Innovation Services

The 2022 Innovation Services Budget includes expenses allocated for programs, materials, and supplies. Head of Innovation Services Deanna Musurlian explained that the budget eliminates the Building and Improvement expense of \$40,000, which

was used to purchase 10 additional laptops and will also be used to purchase three (3) additional sewing machines. In person and one on one services have been available in the Innovation Center since May. The Innovation Center will be fully operational with in person programming, drop in services, and one on one services in 2022.

g. Information Technology

Information Technology Specialist Allen Bettig explained that IT department expenses have been reallocated according to revised general ledger line items. He also noted that CCS expenses have been transferred to the Material Services Budget in 2022.

h. Material Services

The 2022 Material Services Budget includes Tech Service expenses due the merger of these departments earlier in 2021. Material Services Department Head Karen Kee has included training expenses and the cost of larger material return bins in the budget.

i. Youth Services

The Youth Services Budget for 2022 reflects an increased investment in its collection, including books, materials, and electronic resources.

President Ruter asked department heads what they thought of this year's budget process compared to prior budget preparation. The Department Heads agreed the process was extremely effective and increased collaboration between departments.

President Ruter thanked the department head for their presentations, and they were excused.

The meeting returned to the original agenda at this time.

2. Approval of Minutes

a. Regular Meeting of June 24, 2021

MOTION Moved by Trustee Vega, seconded by Trustee Clonts, to remove the minutes from the June 24, 2021 Board Meeting from the table.

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

MOTION Moved by Trustee Clonts, seconded by Trustee Vega, to approve the minutes of June 24, 2021 Board Meeting as presented.

Library Director Dorfman asked Attorney Tappendorf for a legal opinion regarding the additional attachments provided by Trustee Johnson which were included in the draft June 24, 2021 Meeting Minutes. Tappendorf's recommendation has been included in the board packet for review.

The Trustees discussed the issue and determined that the attachments should not be included in the July 24, 2021 Board Meeting Minutes.

MOTION Moved by Trustee Vega, seconded by Trustee Blanchard, to amend the Minutes of the June 24, 2021 board Meeting and remove the attachments, per the discussion by the Glenview Public Library Trustees, in accordance with Library Attorney Tappendorf's recommendation, and to make appropriate textual adjustments as needed in agenda item number 12.

Voice vote taken. All ayes. No nays.

MOTION Moved by Trustee Vega, seconded by Trustee Blanchard, to approve the minutes of the June 24, 2021 Board Meeting, as amended.

Voice vote taken. All ayes. No nays.

b. Regular Meeting of July 15, 2021

MOTION Moved by Trustee Blanchard, seconded by Trustee Vega, to approve the Minutes of July 15, 2021 Board Meeting, as amended.

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

3. PUBLIC COMMENTS

Glenview resident Paul Rankle introduced himself; he has been a Glenview resident for 30+ years and was interested in experiencing a meeting of the Board of Trustees.

4. APPROVAL OF AUGUST 19, 2021 WARRANTS

Trustee Clonts reviewed the Warrants for August 19, 2021 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Clonts, seconded by Trustee Schmitt, to approve the warrants of August 19, 2021 in the amount of \$270,393.12.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. Trustee Johnson abstained. Motion carried.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Statement of Revenue and Expenditures June, 2021
- b. June 2021 Cash Flow Report
- c. Cash and Investments Balances

Library Director Lindsey Dorfman walked the Trustees through the year-to-date June, 2021 financial statements. Revenue is in line with the budget. Investment income is less than expected because interest rates have plummeted.

Personnel costs are running under budget, due to unfilled positions. Expenses are tracking less than budget as efficiencies have been implemented, and because some expenses are incurred later in the year.

The Operating Fund balance on June 30th is within the Library's Fund Balance Policy. Cash and Investment Balances remain unchanged at this time.

6. PRESIDENT'S REPORT

The Glenview Public Library will be honored at this year's Civic Awards Dinner to be held on September 10th. This year's dinner will highlight achievements for 2019 and 2020. The Civic Awards Committee decided to honor essential workers, including Village of Glenview staff and Library staff. Trustee Vega, Trustee Ruter and Library Director Dorfman will be attending the dinner. If you would like to attend, please let Library Director Dorfman know by August 20th.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

MOTION Moved by Trustee Clonts, seconded by Trustee Rosenblum, to accept the Staff Reports and Statistics as presented.

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

Library Director Dorfman shared that five (5) companies are planning to bid on the Library's interior painting project. Dorfman hopes the project will be completed in early November.

The Library has received approximately 900 completed Community Surveys. Once the survey results are tabulated, Dorfman will share the results with the Board.

As a reminder, the Innovation Fest will be held on Saturday November 13, 2021. Trustee Vega mentioned that the Foundation plans to host an event either the week before or a week or two after the Innovation Fest.

8. COMMITTEE REPORTS

a. Bylaws & Policies Committee

i. Review and Approval of the Minutes of July 22, 2021 Meeting

MOTION Moved by Committee to approve the Minutes of July 22, 2021 Bylaws and Policy Committee Meeting.

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

iii. Approval of Section 2 of the Policy Manual

Committee Chair Schmitt stated that the Committee has reviewed Section 2 – Financial Policies – of the Policy Manual and recommends approval.

MOTION Moved by Committee to approve Section 2 – Financial Policies of the Policy Manual.

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

b. Strategic Planning Committee Meeting

i. Review and Approval of the minutes of July 19, 2021 Meeting

The Strategic Planning Committee has met several times in July and August and is working on the 2022 – 2024 Strategic Plan. Hilary Gabel and the Communications Team are working on the Strategic Plan graphics. Committee Chair Vega is pleased with the progress the committee has made thus far and will share the Strategic Plan at the September 23rd Board Meeting.

MOTION Moved by Committee to approve the Minutes of July 19, 2021 Strategic Planning Committee Meeting.

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

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

b. Issue Analysis: Requiring Masks in the Library

Over the course of the pandemic, the Glenview Public Library has been following Covid-19 guidelines as recommended by the Cook County Public Health Department. Currently, Cook County does not have an official indoor mask mandate. Library Director Dorfman noted that the City of Chicago has issued a mask mandated for all indoor events.

The Library cannot issue a mandate unless the Board was to decide to issue a mask mandate. Library Director Dorfman is seeking guidance from the Board regarding a mandatory mask mandate.

She explained that the Village of Glenview is requiring all visitors and employees to wear a mask indoors. The Glenview Park District requires a mask for staff, but not for visitors.

Trustee Clonts suggested that the library wait for guidance from the Cook County Public Health Department.

Trustee Vega feels the Board should look at the Glenbrook metrics. The Board agreed to revisit the issue at the September 2, 2021 Special Board Meeting.

c. Issue Analysis: Transfer of Funds from Foundation Fund 825 to Operating Fund 805

The Glenview Public Library Foundation has awarded several grants to the Glenview Public Library in the total amount of \$17,300. Library Director Dorfman would like the Trustees to approve the transfer of \$17,300 from the Foundation's Fund 825 to the Library's Operating Fund 805. Board approval is required as the Foundation is still part of the Library, and all transfers require Board approval.

MOTION Moved by Trustee Clonts, seconded by Trustee Schmitt, to transfer \$17,300 to from the Glenview Public Library Foundation Fund 825 to Glenview Public Library Operating Fund 805.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. Trustee Johnson abstained.

11. OTHER

a. Update 2021 Budget Calendar

A revised version of 2022 Budget Calendar has been included in the Board Packet. President noted the following date changes: President Ruter will present the Library's FY2022 Budge to the Village of Glenview Board on Tuesday November 2, 2021. Library Director Dorfman will present the Library's FY2022 Preliminary Budget to the Village at the Village Budget Workshop on Thursday September 30th. The Trustees are invited to attend both meetings. The meetings will be held at Village Hall.

12. ANNOUNCEMENTS

None at this time.

13. EXECUTIVE SESSION

None at this time.

14. ADJOURNMENT

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

MOTION Moved by Trustee Vega, seconded by Trustee Blanchard, to adjourn.

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

The meeting adjourned at 7:53 p.m.

Respectfully submitted,

**Winnie Clonts, Secretary
Glenview Public Library Board of Trustees**