

**Glenview Public Library Board of Trustees
Meeting Minutes
December 16, 2021
Multipurpose Room 6:30 p.m.**

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

ABSENT: Tom Blanchard
(Board)

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

GUESTS: Erika Smith, Village Finance Manager
 Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES

- a. Special Meeting of November 1, 2021
- b. Regular Meeting of November 18, 2021

MOTION Moved by Trustee Schmitt, seconded by Trustee Johnson, to approve the minutes of the special board meeting of November 1, 2021, as amended.

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

MOTION Moved by Trustee Johnson, seconded by Trustee Vega, to approve the minutes of the regular board meeting of November 18, 2021, as amended.

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

President Ruter reordered the agenda at this time.

10. New Business

b. Approval of Miscellaneous Fund Budgets

Library Director Dorfman presented the Library's Miscellaneous Funds Budget for FY2022. The Miscellaneous Budgets are as follows:

Fund 810 – Friends of the Library 2022 Budget in the amount of \$75,955.

Fund 820 – Library Gift Fund 2022 Budget in the amount of \$111,334.

Fund 825 – GPL Foundation Fund 2022 Budget in the amount of \$0. Once the Foundation becomes an independent organization, the funds currently in the GPL Foundation will transfer to the Foundation.

Fund 830 – Special Reserve Fund in the amount of \$437,365.

Fund 850 – Debt Service Fund in the amount of \$613,230.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the Miscellaneous Fund Budgets for 2022 as presented.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

3. PUBLIC COMMENT

None at this time.

4. APPROVAL OF WARRANTS – DECEMBER 16, 2021

a. Warrant Summary

b. Warrants Greater than \$5,000

Trustee Vega has reviewed the warrants of December 16, 2021 and found them in order. She listed those warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Vega, seconded by Trustee Clonts, to approve the warrants of December 16, 2021, in the amount of \$259,824.28.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Statement of Revenues and Expenditures October 2021
- b. October 2021 Cash Flow Report
- c. Cash and Investment Balances

Business Manager Christine Klimusko summarized the year-to-date financials statements through October 2021.

Total revenue through October is \$7,619,085.63 or 99.3% of the library's 2021 budgeted revenue. Property tax revenue collected is \$6,391,396.63, or 99.2 % of budgeted property tax revenue.

Expenses continue to trend lower than budgeted. Year-to-date expenditures total \$5,489,644.28, or 65.3% of the budget. Typically, expenditures through 10 months of the year are at 84% of budget.

The cash balance at the end of October is \$6,975,859 which is in compliance with the Operating Fund Policy of 2 months of expenses on hand at any given point during the year.

6. PRESIDENT'S REPORT

Trustee Vega thanked Library Director Dorfman and staff for all their hard work this year. She is very proud that Glenview Public Library opened early in 2020 when many area libraries remained closed due to COVID-19.

President Ruter thanked those who turned out for his and Library Director Dorfman's presentations at the Village Board meeting last month. Thanks to Library

Director Dorfman and her staff's hard work, Ruter feels the Library has enhanced its presence in the community.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary and Financial Report

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

The annual Winter Dinner has been cancelled due to increasing COVID-19 concerns. In its place, the library will provide box lunches for staff and Trustees on Wednesday, January 5th. Business Manager Klimusko will share the menu with the Trustees. Library Director Dorfman is closely watching the Omicron variant numbers; the federal government is predicting a large wave next month as the Omicron variant is highly contagious. Right now, there are no restrictions, but Dorfman is worried there may be staffing shortages if this variant is spreading as quickly as suggested. The Library may have to reduce some services.

Library Director Dorfman has been blown away by the contributions of the Department Heads and staff to the Strategic Plan.

Business Manager Klimusko has received information regarding several different types of vending machines and will begin investigating different options. Library Director Dorfman has been working with the manager at the Glenview Grind and hopes to form a partnership providing coffee and snacks in the library.

Ruter was very pleased to note that Director of Communications Hilary Gabel coordinated a blood drive that was held in November.

Ruter asked about the statistics report. Assistant Director Room explained that the Management Team has reviewed the monthly statistical summary and agreed to eliminate the passive programs category and add drive-up visits to the summary. The Library's Statistical Master is used for IPLAR reporting purposes and can be

used to compare statistics to similar sized libraries. Room suggested that the statistical master be presented to the Trustee once a year, just before the IPLAR is submitted to the state.

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

8. COMMITTEE REPORT

a. Bylaws & Policies Committee

i. Review of December 1, 2021 Meeting

The Bylaws & Policies Committee met earlier this month. The Committee reviewed Section 3 of the Policy Manual and revised the Holidays & Closings Policy. Committee Chair Schmitt presented the Revised Holidays and Closings Policy for Board approval. She explained that the current Holidays and Closings Policy created an issue when major holidays fell on a Saturday and Sunday. For example, Christmas Eve and Christmas Day 2022 fall on a Saturday and Sunday, as do New Year's Eve and New Year's Day next year. Based on the current policy, the library would be closed four (4) consecutive days. With the revised policy, staff will be awarded floating holidays to be used in the new year and the library will be closed just two days instead of four.

ii. Approval of Updates to the Holidays and Closings Policy

MOTION Moved by Committee to approve the revised Holidays and Closings Policy.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

iii. Approval of Meeting Minutes October 14, 2021

iv. Approval of Meeting Minutes October 18, 2021

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to approve the minutes of Bylaws & Policies Committee Meetings of October 14, 2021, and October 18, 2021.

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

- b. Building & Grounds Committee**
 - i. Review of December 1, 2021 Meeting**

Committee Chair Johnson reported that Brian Greve, Principal at Wiess, Janey, Elsner Associates presented WJE's building assessment to the Buildings & Grounds Committee in early December. WJE is waiting for specific information before finalizing their report. Once the report is completed, WJE will present the final report to the Board of Trustees in early 2022.

9. UNFINISHED BUSINESS

- a. Discussion on 2022 Statistical and Financial Reports**

This topic was included as part of the Staff Reports and Statistics discussion.

10. NEW BUSINESS

- a. Approval of 2021 Budget Amendment – Fund 830 – Special Reserve**

Library Director Dorfman presented an updated Special Reserves Budget for 2021. She explained that 2021 capital repair expenses for the moving costs related to the interior painting project were greater than originally budgeted and a budget amendment is needed. Dorfman requested the Board approve a budget amendment in the amount of \$11,673.12.

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to amend Fund 830 – Special Reserve in the amount of \$11,673.12.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

Moved by Trustee Johnson, seconded by Schmitt, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 8:00 p.m.

13. EXECUTIVE SESSION

- a. Per Section 2(c)1 – Personnel

The meeting returned to Open Session at 8:40 p.m.

10. NEW BUSINESS

- c. Approval of Full-time and Part-time Salaries for FY 2022

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the Full-time and Part-time salaries for FY2022 as discussed in Closed Session.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve Salary Adjustments Option 2 as discussed in Closed Session.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Trustee Rosenblum abstained. Motion carried.

- d. Approval of Library FY 2022 Operating Budget

MOTION Moved by Trustee Vega, seconded by Trustee Clonts, to approve the FY2022 Operating Budget in the amount of \$8,561,488.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

e. Adoption of 2022 Board Meeting Schedule

MOTION Moved by Trustee Clonts, seconded by Trustee Rosenblum, to adopt the 2022 Board Meeting Schedule.

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

f. Adoption of 2022 Warrant Schedule

MOTION Moved by Trustee Vega, seconded by Trustee Johnson, to adopt the 2022 Warrant Schedule.

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

g. Adoption of 2022 Closed Dates

MOTION Moved by Trustee Johnson, seconded by Rosenblum, to adopt the 2022 Closed Dates as amended.

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

h. Review of *Serving Our Public 4.0 Standards for Illinois Public Libraries*

Library Director Dorfman has reviewed *Serving Our Public 4.0 Standards for Illinois Public Libraries* and highlighted those items that will be addressed over the course of the next year. Those highlighted items will be included in the Per Capita Grant, due January 15, 2022.

11. OTHER

None at this time.

12. ANNOUNCEMENTS

Trustee Johnson thanked Library Director Dorfman for the fruit arrangement he received after his recent surgery.

MOTION Moved by Trustee Schmitt, seconded by Trustee Clonts, to move to Executive Session – Per Section 2(c)21 of the Open Meetings Act – Annual Review of Closed Session Meeting Minutes.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 8:55 p.m.

13. EXECUTIVE SESSION

b. Per Section 2(c)21 – Semi - Annual Review of Closed Session Minutes

The meeting returned to Open Session at 8:58 p.m.

MOTION Moved by Trustee Rosenblum, seconded by Trustee Clonts, to approve Resolution 21-05 releasing the Executive Session Meeting minutes of February 20, 2020, November 12, 2020 and December 10, 2020.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

14. ADJOURNMENT

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

MOTION Moved by Trustee Clonts, seconded by Trustee Rosenblum, to adjourn.

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

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

**Winifred L. Clonts, Secretary
Glenview Public Library Board of Trustees**