

**GLENVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
THURSDAY, FEBRUARY 18, 2021
VIRTUAL MEETING**

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

PRESENT: Lindsey Dorfman, Library Director
(Staff) Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Roleeta Nandan, League of Women Voters
Tara Call, League of Women Voters
Winnie Clonts, Glenview Resident
Ruth K. Rosenblum, Glenview Resident

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 6:32 p.m. and the roll was called. In order to comply with the Open Meetings Act, President Vega explained that all votes would be taken as a roll call vote.

2. APPROVAL OF MINUTES

a. Regular Meeting of January 21, 2021

MOTION Moved by Johnson, seconded by Schmitt, to approve the Minutes of the Regular Meeting of January 21, 2021.

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

3. PUBLIC COMMENTS

None at this time.

4. GLENVIEW PUBLIC LIBRARY FOUNDATION REPORT

Trustee Ruter reported that the Glenview Public Library Foundation's webpage is up and running. The Foundation's Board of Directors approved the initial grant process. The grant application deadline is March 15th and staff is encouraged to submit a grant application. The Foundation will review and award the grants by the end of April. President Vega added that the Foundation's Board of Directors is amending the Foundation's Bylaws to extend the service term from two years to three years.

5. APPROVAL OF WARRANTS

Trustee Schmitt reviewed the Warrants of February 18, 2021 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Schmitt, seconded by Ruter, to approve the Warrants of February 18, 2021 in the amount of \$165,732.97.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Statement of Revenues and Expenditures December 2020
- b. December 2020 Cash Flow Report
- c. Cash and Investment Balances
- d. COVID-19 Expense Summary

Library Director Dorfman reviewed the Financial Statements and Statistics through December 31, 2020. The statements presented are the preliminary financial statements for Fiscal Year 2020. Once the Village of Glenview's annual audit is complete, the final December 31, 2020 financial statements will be presented to the Board.

7. PRESIDENT'S REPORT

President Vega acknowledged Assistant Director Berry's retirement announcement. The Board is excited for her and sad that she is leaving. Berry has contributed so much to the library during her 37+ years of service and has played a pivotal role in the Library's success.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report**
- b. Statistical Summary**
- c. 2020 Implementation Plan Summary**

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

Library Director Dorfman acknowledged all the hard work the Facilities Team has done in order to keep up with the snow removal.

Library Director Dorfman met with Village Finance Director Maggie Bosley, Director of Administrative Services Amy Ahner, and representatives from Busey Bank to discuss the merger of Busey Bank with Glenview State Bank. Busey Bank will do everything it can to honor the multi-year agreement with the Village of Glenview. The transition from Glenview State Bank to Busey Bank should be completed this summer.

Approximately 2,000 Glenview residents visited the Library from January 18 through January 31. Hourly attendance has not reached the maximum of 50 patron per hour. Many patrons continue to enter the library to pick-up materials and leave quickly.

Dorfman reported that several north shore communities have worked together to establish a mass COVID-19 vaccination site. The vaccination site will be located at the New Trier High School Northfield Campus, and will prioritize municipal employees -1a – teachers, 1b and then 1c – library employees. Village employees will have the opportunity to be vaccinated based on state guidelines.

Head of Circulation Karen Kee has been working with Library Director Dorfman on signage for the Drive-Up Window. The proposed signage will be submitted to the Village Appearance Committee for review and approval.

Dorfman expressed her gratitude to Assistant Director Berry for all of her help during Dorfman's transition as Library Director. Assistant Director Berry has had a tremendous impact at the Library and in the Glenview Community. She will be missed once she retires.

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

9. COMMITTEE REPORTS

a. Bylaws & Policies Committee

i. Approval of Amendment to the Bylaws

MOTION Moved by Committee to approve the Amendment to the Bylaws to change the Monthly Board Meeting start time from 7:00 p.m. to 6:30 p.m.

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

ii. Notice of Amendments to the Bylaws

The Bylaws & Policies Committee presented three (3) amendments to the Bylaws. The first recommendation is to remove the Conflict of Interest Statement from the Bylaws and add the Conflict of Interest Statement to the Library's Policy Manual. The Bylaws will be amended to reflect this change.

The second recommendation concerns Section VII and Section VIII of the Bylaws. The Committee would like to combine Sections VII and VIII and renumber the sections following Section VII accordingly. The regular meeting on the third

Thursday in May shall be designated as the annual meeting and will include the election of board officers and in election years, the swearing in of new trustees. The third recommendation concerns the wording in Section IV regarding a citizen advisory committee. The committee would like to change the wording to state that “an advisory committee of Glenview residents may be established by the Board of Trustees in order to provide citizen advice and input to the Board”.

The Notice of Amendments to the Bylaws serves as the required 30-day notice. Goldstein noted that the March Board Meeting is only 28 days from today’s meeting, therefore the Board of Trustees will vote on the amendments at the April Board Meeting.

iii. Review and Approval of the Glenview Public Library Program Policy

Committee Chair Goldstein presented the Library’s first Program Policy that outlines program standards and expectations. The Program Policy is the first policy to be presented in the new policy format. Goldstein noted that all policies going forward will include purpose, policy and standards.

iv. Review and Approval of the Glenview Public Library Policy Manual – Table of Contents

The Committee recommends the approval of the revised Table of Contents included in the Board Packet. The revised Table of Contents reflects a more logical grouping of policies. The Bylaws and Policies Committee plans to review all library policies this year. Goldstein went on to say that some policies currently included in the Table of Contents may be eliminated if the policies are no longer needed or relevant.

MOTION Move by Committee to approve the Glenview Public Library Program Policy and the Policy Manual’s Table of Contents as presented.

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

- b. Strategic Planning Committee**
 - i. 2021 Implementation Plan**

The Strategic Planning Committee met in January and reviewed the Library's 2021 Implementation Plan, prepared by the Management Team. The Committee felt that the 2021 Implementation Plan aligns with the Library's overall Strategic Plan and recommends approval of the 2021 Implementation Plan.

MOTION Moved by Committee to approve the 2021 Implementation Plan as presented.

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

- 10. UNFINISHED BUSINESS**
 - a. Per Capita Grant**

Assistant Director Berry thanked the Trustees for their input to this year's Per Capita Grant. Berry will submit the Grant to the state next week. Trustee Goldstein noticed that the Per Capita Grant refers to an ADA policy and asked if the Library has an ADA policy. Assistant Director Berry will investigate and get back to the Board next month.

- 11. NEW BUSINESS**

None at this time.

- 12. OTHER**

Trustee Ruter reminded the Trustees that Village elections will be held on Tuesday April 6th. The Glenview Public Library Board of Trustees has four (4) open seats. Trustee Goldstein and Trustee Kalfas will leave the Board in May. Trustee Schmitt and Trustee Vega are running for re-election. Glenview resident Winnie Clonts is running for one of the open Library Board of Trustees positions and is on the ballot

as a candidate. Glenview resident Ruth Rosenblum will run as a write-in candidate for the remaining open seat. Ruter added that early voting will be held at Village Hall and begins Monday, March 22nd. League of Women Voters representative Roleeta Nandan added that Glenview residents may request a mail-in ballot from the Cook County Clerk's Office.

13. ANNOUNCEMENTS

Business Manager Klimusko submitted the annual Statement of Economic Interest participants list to the Cook County Clerk's office. Trustees should receive an email in early March from the Cook County Clerk's Office regarding the annual Statement of Economic Interest Survey. The deadline to complete the survey is April 30th. Klimusko asked the Trustees to forward the Certificate of Completion to her attention.

President Vega asked the Trustees to consider who will serve as officers, as the current two-year terms expire in May.

MOTION Moved by Ruter, seconded by Goldstein, to move to Executive Session 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 7:47 p.m.

14. EXECUTIVE SESSION

- a. Per Section 2 (c) (1) of the Open Meetings Act – Personnel

Assistant Director Berry and Business Manager Klimusko were excused at this time.

The meeting returned to open session at 8:05 pm.

15. ADJOURNMENT

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

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

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

The meeting adjourned at 8:08 p.m.

Respectfully submitted,

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