

**GLENVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
THURSDAY, JANUARY 21, 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

**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. Rescheduled Regular Meeting of December 10, 2020

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the minutes of the regular meeting of December 10, 2020.

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. APPROVAL OF WARRANTS**

Trustee Schmitt reviewed the Warrants of January 21, 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 January 21, 2021 in the amount of \$389,303.19.

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

#### **5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS**

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

Library Director Dorfman reviewed the Financial Statements and Statistics through November 30, 2020. Revenue continues to track slightly lower compared to budget. Real estate tax revenues have been received and are trending close to 2020 budgeted revenue numbers. Library expenses through November are less than budgeted. Salary expense to date is much lower than budgeted due to a number of open positions not being filled. These cost savings help reduce the financial impact of the Marketplace and Innovation Center to the budget.

Library Director Dorfman noted that she did not include several of the detailed financial reports at this month, in order to allow the Trustees to focus on the overall picture. Dorfman asked if the Board needed the additional reports or if they were comfortable with what was provided. The Board agreed they had the appropriate information needed at this time.

#### **6. PRESIDENT'S REPORT**

President Vega stated it is time to start working on the 2021 Implementation Plan and focus on the goals and objectives the Library hopes to accomplish this year. The

Strategic Planning Committee will meet in early February. The Committee will present the 2021 Implementation Plan to the Board for its review and approval at the February Board Meeting. If a Trustee has a substantive idea(s) to incorporate in to the 2021 Plan, please forward the idea(s) to Library Director Dorfman.

President Vega was happy to see that the Library re-opened for in-person visits this week. She has received positive feedback from the community.

## 7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

### a. Library Director's Report

As President Vega mentioned, the Library re-opened its doors Monday January 18<sup>th</sup>. Staff have expressed concern that they will be working in a building open to the public during a pandemic. The overall stress level is higher than normal, but should go down as staff get used to having the public in the building again.

Library Director Dorfman stated there is one significant change regarding the re-opening: the library is open to Glenview residents only. The reason behind this decision is that neighboring libraries continue to remain closed. The Glenview Public Library saw a great uptick in non-resident visits and checkouts the week prior to the November 20<sup>th</sup> voluntary stay-at-home order. Library Director Dorfman wanted to ensure that the Library is accessible to Glenview residents at this time. Dorfman explained that several neighboring libraries plan to reopen in early February. Glenview Public Library will allow other communities access the library once neighboring libraries begin to open their doors.

The Information Technology functions have been transitioned to in house. As a result, the Library should see a significant savings moving forward and will not renew Associated Technology Partners' contract at this time. The Management Team will keep ATP in mind for larger projects. An Information Technology assessment will be conducted this spring. The assessment will focus on equipment, security, and staffing needs. This should give management the information it needs to hire an IT Department Head.

Glenview State Bank announced that it has been purchased by Busey Bank. Village Manager Matt Formica and Village Finance Director Maggie Bosley met with the President of GSB regarding the merger. The President of GSB assured Formica and Bosley that the banking relationship between the Village and GSB will not change. The Village of Glenview and Glenview State Bank signed a 5-year contract this past fall and Busey Bank will honor the agreement.

Dorfman shared the redesigned library card. The card has a sleek new look. The next time the Trustees are in the library, they can get a new card with their current account number.

Trustee Ruter announced that the Library has been awarded 3 Star Status by Library Journal. Ruter congratulated the library staff on the award. Ruter would like the Library to announce the newly acquired status.

Ruter asked about the unemployment fraud claims filed in December as mentioned in Business Manager Klimusko's monthly report. Klimusko explained that five (5) Department Heads, two (2) retired staff members, one (1) full-time and one (1) part-time staff member had fraudulent unemployment claims filed in their names. Staff have been provided information to deny the claims.

- b. Statistical Summary
- c. 2020 Implementation Plan Summary

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

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

- 8. UNFINISHED BUSINESS
  - a. Review: Holiday Policy and 2021 Closed Dates

The Trustees reviewed and approved the Closed Dates for 2021.

**MOTION** Moved by Johnson, seconded by Kalfas, to approve the 2021 Closed Dates as presented.

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

President Vega referred the Holiday Policy and the Closed Dates list to the Bylaws and Policies Committee for review.

**9. NEW BUSINESS**

- a. Approval of Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents**

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents.

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

- b. Discussion on Per Capita Grant Requirements**

Library Director Dorfman and Assistant Director Berry have reviewed the Per Capita Grant requirements for this year. Together they reviewed the standards and presented their suggested summary to the Trustees for their review and input. Berry asked the Trustees to review the core list at the end of each chapter. Should the Trustees have any suggestions or comments, Berry asked the Trustees to forward their comments to her. Assistant Director Berry will provide a recap to the Board at the February 18<sup>th</sup> Board Meeting.

- c. Discussion: Foundation Fund Account**

In order to keep the Board up to date regarding the Glenview Public Library Foundation, Library Director Dorfman included the Foundation's Fund Balance as of

11/30/2021. Recently, Dorfman spoke with Library Attorney Mike Roth and Foundation Auditor Cheryl Rohlf, and both agreed that the Foundation should have a bank account that is not under the Library's umbrella. If Foundation funds continue to be reported as part of the Library's account, the Foundation will then become subject to the Open Meetings Act.

The Trustees requested that a report by the Foundation be added to the monthly Board agenda.

Dorfman asked if the Board would like to maintain a Gift Fund. This would allow the Library to accept donations made specifically to the Library and not through the Foundation. The Board would like to maintain the Gift Fund at this time.

d. Review and Approval of Issue Analysis Regarding the Extension of Emergency Sick Leave Policy

At the June 18<sup>th</sup> Board Meeting, the Glenview Public Library Board of Trustees approved the Emergency Sick Leave Policy, related to COVID-19, as required by Federal law. The policy expired on December 31, 2020. President Trump extended the FFCRA through March, 2021. The major difference in the new policy is that participation is no longer mandatory; it is voluntary. The Village of Glenview approved the extension through March 20, 2021. Library Director Dorfman recommended that the Glenview Public Library Board of Trustees approve and extend the policy through March 31, 2021. Dorfman feels this will encourage staff members who are sick or have been exposed to COVID-19 to stay home, and thereby reduce the spread of the virus.

**MOTION** Moved by Johnson, seconded by Schmitt, to extend the Emergency Sick Leave Policy through March 31, 2021.

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

**10. OTHER**

Bylaws and Policy Committee Chair Trustee Goldstein announced that the Bylaws and Policy Committee would meet next week to begin the review of all library policies. Goldstein asked fellow trustees to forward any policies they felt needed immediate attention to Library Director Dorfman.

**11. ANNOUNCEMENTS**

The next Board of Trustee's meeting will be held February 18, 2021 at 6:30 p.m.

**12. EXECUTIVE SESSION**

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

None at this time.

**13. 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 7:41 p.m.

Respectfully submitted,

Tom Blanchard, Secretary  
Glenview Public Library Board of Trustees