

**Glenview Public Library Board of Trustees  
July 15, 2021 Meeting Minutes  
Conference Room  
6:30 p.m.**

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

**PRESENT:** Teri Room, Assistant Director  
**(Staff)** Christine Klimusko, Business Manager

**GUESTS:** Linda Burns, Head of Reader Services  
Jean Sanders, Head of Reference Services  
Tara Call, League of Women Voters

**1. CALL TO ORDER AND ROLL CALL**

President Ruter called the meeting to order at 6:30 p.m. and the roll was called.

**2. APPROVAL OF MINUTES**

**a. Regular Meeting of June 24, 2021**

**MOTION** Moved by Johnson, seconded by Vega, to table the approval of the meeting minutes of June 24, 2021.

Voice vote taken. All ayes. Motion carried.

**3. PUBLIC COMMENTS**

None at this time.

President Ruter re-ordered the agenda at this time.

**11. NEW BUSINESS**

**a. Presentation on the Restructuring of the Adult Services Department**

Assistant Director Teri Room presented the restructuring of the Adult Services Department. Currently the library has a Reader Services department and a Reference department. The restructuring will result in two new departments - Adult Services and Community Engagement.

According to Room, the restructuring will offer new opportunities to engage with the community, as well as allowing staff to grow, collaborate, and engage with the community as an important part of a responsive and impactful library.

Head of Reader Services Linda Burns presented an overview of the new Adult Services Department structure. It will consist of three teams.

The Collections Team will maintain the teen and adult collections and ensure that the library's collections reflect the community. The Materials Promotion Team will promote teen and adult collections. The Information & Advisory Services Team staff public service desks and will provide excellent customer service.

Head of Reference Jean Sanders provided a summary of the restructured Community Engagement Department, which will also consist of three teams. The Outreach Team will focus on outreach efforts and interaction with the community. The Programs and Partnerships Team will create and teach technology classes in-house and throughout the community. The Data and Market Research Team will focus on collecting data about community wants and needs and aligning library services with those wants and needs.

This is an evolving plan, and a transition team has been formed so that staff will have the opportunity to express their thoughts and concerns regarding the upcoming changes. The new departments should be up and running by January 1, 2022.

**4. FOUNDATION BOARD UPDATE – K. Vega**

None at this time.

**5. APPROVAL OF WARRANTS - July 15, 2021**

Trustee Clonts reviewed the Warrants for July 15, 2021 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

- a. Warrant Summary
- b. Warrants
- c. Warrants Greater than \$5000

**MOTION** Moved by Trustee Clonts, seconded by Trustee Schmitt, to approve the warrant for July 15, 2021, in the amount of \$81,619.75.

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

**6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS**

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

Business Manager Klimusko reviewed the Financial Reports and Statistics through May 31, 2021. Klimusko noted that the library received the Per Capita Grant Award letter for 2021 Grant and the award totaled \$65,920.70. President Ruter thanked retired Assistant Director Jane Berry for the time and effort she took to complete the 2021 Per Capita Grant this year.

## **7. PRESIDENT'S REPORT**

As President Ruter reviewed the statistics through July, he noted the significant increase in "Hot Picks" circulation. He credits the Marketplace and the increase in foot traffic in the library for this increase. as a direct result of.

Ruter also noted the landscape work has been done along Glenview Road. New shrubs have been added, and the grass has been reseeded.

Ruter also thanked the trustees and staff members that participated in this year's Reverse 4<sup>th</sup> of July Parade.

## **8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

- a. Library Director's Report**
- b. Statistical Summary and Report**
- c. Strategic Implementation Plan 2<sup>nd</sup> Quarter Report**

Assistant Director Room confirmed that the Library's Community Survey is available online. The survey will be translated into Korean, Spanish, and Polish, which are the top three foreign languages prevalent in Glenview. Staff will also be distributing the survey throughout the community, using iPads and paper surveys, at several locations within Glenview.

The new study room reservation software D!bs has been rolled out, and it has been well received.

Library Director Dorfman and Director of Communications Hilary Gabel have started working on the library's rebranding project. Three proposals have been received and Dorfman hopes to award the contract later this month.

Trustee Vega celebrated the one-year anniversary of Library Director Dorfman, stating that it has been a terrific first year with Dorfman as library director.

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

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

**9. COMMITTEE REPORTS**

- a. Strategic Planning Committee Update and Approval of June 14 Meeting Minutes**

**MOTION** Moved by Committee to approve the minutes of the Strategic Planning Committee Meeting of June 14, 2021.

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

- b. Bylaws and Policies Committee Update and Approval of June 17 Meeting Minutes**

**MOTION** Moved by Committee to approve the minutes of the Bylaws and Policies Committee Meeting of June 17, 2021.

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

- c. Building and Grounds Committee Update and Approval of June 21 Meeting Minutes**

**MOTION** Moved by Committee to approve the minutes of the Building & Grounds Committee Meeting of June 21, 2021.

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

**d. Budget and Finance Committee Update and Approval of June 22 Meeting Minutes**

**MOTION Moved by Committee to approve the minutes of the Budget & Finance Committee Meeting of June 22, 2021.**

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

**10. UNFINISHED BUSINESS**

**None at this time.**

**12. OTHER**

**None at this time.**

**13. ANNOUNCEMENTS**

**None at this time.**

**14. EXECUTIVE SESSION**

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

**None at the time.**

**15. ADJOURNMENT**

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

**MOTION Moved by Trustee Johnson, seconded by Trustee Blanchard, to adjourn.**

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

**The meeting adjourned at 7:29 p.m.**

**Respectfully submitted,**

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